

LanaTime 4.1

User Login	Employee Self	
admin		×
•••••		•
Remember	Me	Logir

USER MANUAL Time Attendance Software



OVER VIEW

Lanatime 4.1 is a powerful web-based time attendance software which offers the most innovative features a time attendance software can offer. It provides a stable communication for devices through *LAN/ WAN/ Wi-Fi/ GPRS/ 3G*. Users can access to the software anywhere by their web browser to remotely manage thousands of T&A terminals under complex network (WLAN).

The software features a simple access control module that can connect to standalone access control terminals. An Automatic Synchronization function is available to automatically synchronize data between devices and server among the same "Area" With its new user-friendly UI, managing timetable, shifting schedule, and generating attendance report have become easily managed.

MAIN FUNCTIONS

- Web-Based Time Attendance Software.
- Simple Access Control Module.
- Push data.
- Auto-Synchronization of Palm, Finger vein, Fingerprint, face and Card Templates.
- Embedded HR Integration.
- Multi-Level Approvals and Automatic E-mail Alerts.
- Employee Self-Service.
- Multiple Admin Privilege.
- Multi-languages.
- Real-Time Data Transmission.
- Attendance Calculation & Reports.
- Advanced search features

GLOSSARY

- Super User: It refers to a user with all operation permissions of the system. A Super User is able to assign new users (such as company management personnel, registrars or attendance Administrators) and configure corresponding user roles.
- *Role*: When using the system, a super user needs to assign different levels to new users. To avoid setting users one by one, you can set roles with specific levels in role management, and assign appropriate roles to users when adding users.
- Attendance Timetable: It refers to the timetables possibly used during attendance settings and configuration of all
 parameters such as work start/end time, permissible time for late arrival/early leaving, whether check-in/out is
 mandatory, permissible check-in/out time range, break time, and overtime. This is the minimum unit in attendance
 time settings.
- Unit/Minimum Unit: The unit covers day, hour and minute and the minimum unit is a numeric value. The combination of these two is used to set the minimum computing unit of a parameter in statistics such as one day, one hour or one minute. For example, the minimum unit of leave is set to one hour. When rounding-off is enabled, the value 1.5 is counted as two hours and the value 1.4 is counted as one hour after rounding off.
- *Auto Overtime*: When the punching time is later than work end time, this parameter determines whether the excessive time is counted as overtime.
- Attendance Status: It refers to what type of the attendance for punching will be counted in the attendance result. By default, the system has eight statuses: Check-In, Check-Out, Dinner-Start, Dinner End, OT-In, OT-Out, Break-Out, and Break-In.

3

- *Correction of Status*: It refers to determine whether an employee checks in or out by following the attendance calculation rule according to the shift timetable and attendance time of this employee. The calculation is based on this status during statistics.
- Late Arrival: Late arrival includes the time setting for corresponding timetable and the setting of starting calculation of late arrival, and whether actual check-in time is later than due check-in time in the timetable. On the other hand, if *Must Check-in* in the timetable is set to *Yes* and the attendance parameter is *No Check-in, Count as Late 60 Minutes*, the actual time without check-in is counted as late arrival for N minutes. The time of late arrival does not affect the work minutes for attendance calculation.
- *Early Leaving*: Early leaving includes the time setting for corresponding timetable and the setting of starting calculation of early leaving, and whether actual check-out time is earlier than due check-out time in the timetable. On the other hand, if *Mandatory Check-out* in the timetable is set to **Yes** and the attendance parameter is *Ending Work Without Check-out* is counted as *Early Leaving for N Minutes*, the actual time without check-out is counted as early leaving for N minutes. The time of early leaving does not affect the work minutes for attendance calculation.
- Absence: Based on attendance parameter settings, the case of no check-in or check-out in attendance statistics can be counted as absence, or late arrival/early leaving for more than N minutes in attendance parameter settings can be counted as absence.
- *No Check-In/No Check-Out*: No Check in / No Check out refers to the times of no actual implementation in the times of due check in / due Check-out.
- Attendance Duration (Time): It refers to the time span between actual check in time and actual check out time.
- *Exception*: It refers to the leave time during this timetable.
- *Shift*: It refers to a preset work schedule for the personnel and is composed of one or more preset attendance timetables based on certain order and cycle period. For employee attendance, the employee shifts to be used must be set first.
- Schedule: It refers to what kind of shift will be used in a timetable for employee attendance. It is a main basis for calculating attendance results. If an employee works in a flexible schedule and attendance checking is required, a flexible shift can be arranged. If an employee has a punching record without a shift arranged, the attendance results are calculated as overtime based on flexible shifts.
- **Temporary Schedule:** If the shifts on some dates are adjusted due to temporary changes of employee work time after scheduling, the temporary schedule can be used. Temporary schedule can be set as only temporarily valid or appending to an employee shift (two schedule records in the attendance statistics in this case). This mode of schedule is very applicable to the posts without fixed schedules.
- *Permissible Late Arrival/Early Leaving*: It refers to the permissible time for late arrival/early leaving before the designation of late arrival/early leaving starts during specified work time.
- *Must Check-in/Check-Out*: In some companies, only check-in or check-out is carried out. If check-in or check-out is set to be mandatory, corresponding items are included in the range of attendance.
- Flexible Timetable: It refers to a default timetable set in the system. In the settings of a flexible timetable, the work delay is not counted as overtime, and late arrival, early leaving or absence is not counted. The attendance calculation for a flexible timetable is second punching time minus first punching time, fourth punching time minus third punching time, and so on. The line numbers of its report are generated automatically. If four records exist, the daily report on that day has two lines. If six records exist, the daily report has three lines. Besides, the attendance time in a timetable is check-out time minus check-in time of this timetable.
- Start/End Check-In: It refers to a timetable which is the valid range of check-in. The check-in records out of this range are invalid.



• Start/End Check-Out: It refers to a timetable which is the valid range of check-out. The check-out records out of this range are invalid. The check-out start time cannot overlap the check-in end time.

SYSTEM PROCEDURE

The following takes a Super User as an example to introduce how to use the system. Different users have different op eration permissions, so corresponding operation procedures are different. Users need to only follow the procedure be low to operate the items displayed on the interface.

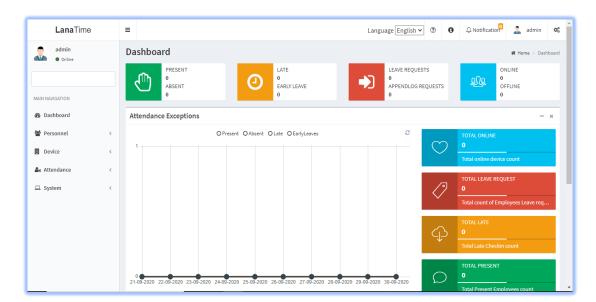
- *Step 1* : Log in to the system and modify the default password for your account.
- Step 2 : Assign accounts and roles for the personnel using the system (such as company management personnel, registrars and attendance administrators).
- Step 3 : Set common system information such as system parameters, announcements and alerts.
- *Step 4* : Set the department organization architecture according to the company structure and set corresponding position information.
- Step 5 : Enter employee information, issue cards to the employees, and conduct daily maintenance.
- Step 6 : Set the regional structure of the company, add a T&A device for the system, and configure basic information about the device.
- *Step 7* : Set the attendance parameters. You can use the default settings or modify the settings as required.
- *Step 8* : Set the attendance timetables which may be used during attendance, and set relevant parameters.
- Step 9 : Set the shifts frequently used in attendance system, that is, the cycle combination modes of attendance time tables within the time interval.
- Step 10 : Schedule the shifts for employees and set which employees are in which shifts. For an employee with the shift arranged, if a temporary change occurs, the temporary schedule can be used for setting.
- Step 11 : Conduct attendance maintenance. During daily attendance, because of abnormalities, the settings of leave, holiday, and compensatory leave are required.
- Step 12: Enable the system to output an attendance report. The system collects statistics and outputs attendance reports on the basis of attendance period.

LOGIN

Open the browser, enter the server IP address and port number in the address bar and click *Enter* to access the system login interface.

LanaTime 4.1
Sign in to start your session
Username 🕿
Password
Remember Me Login





After the user logs in, the system displays the main interface, as shown in the figure below.

On the main interface, four menu panels are displayed: *Personnel, Device, Attendance,* and *system*. Click a related following function below any panel to quickly access the corresponding interface.

LOG OUT

Click the **user** on top-right of the interface and click **Sign Out** button to logout from the interface.

PERSONNEL MANAGEMENT

Before using the attendance function, enter the personnel for setting first: department settings for setting the main architecture of the company, and personnel settings for entering employees into system, allocating employees to departments and then conducting employee maintenance.

DEPARTMENT MANAGEMENT

Choose *Personnel* >> *Department* to access the department management interface, as shown in figure.

LanaTime	=	Language	English 🗸 🕐 🚯	🗘 Notification 🔍 🧟 admin 🕫
admin • Online	Personnel			# Home > Personnel > Department
	🏛 Department			≁ Option – ×
MAIN NAVIGATION	Department No.	Department		
	Department No.	Department	Q Search	Advanced Clear
Dashboard Personnel <	♦ Add	≛Import ≛Export ӬLog	10	efresh
Device <	Department Department Parent No.	Employee Approver ent Count	D Related Operation	Default_Department
K Attendance <	1 Default_Department		Edit Delete	
2 System <	< < 1 > >>> Page 1/ Total 1; Per page 1	0 records/Total 1 records		



Before managing company personnel, set the department organization structure of the company. When this system is used for the first time, a level 1 department named **Default Department** and numbered **1** already exists in the system by default. This department can be edited (modified) but cannot be canceled.

ADD DEPARTMENT

Choose Personnel >> Department >> Option >> Add Department

Lana Time	=			Language English 🗸 ઉ	0	⇔ Notification	🧘 admin	¢
admin • Online	Department					🐐 Home > Personnel	> Department	> Add
	Add Department Add department information here,	, customizing the organizational structu	ure for HR management.				-	×
MAIN NAVIGATION	* Department No. De	epartment No.	Check					
🚳 Dashboard	* Department De	epartment						
嶜 Personnel 🧹 <	Parent Department	*						
📕 Device 🧹		Save and New VOk	Ø Cancel					
Attendance <		• Save and New	Cancer					- 1
□ System 〈								1
localhost:8082/dashboard								•

Set the parameters as required based on the following steps:

DEPARTMENT NO: Enter the department number. Click **Check** to check whether the entered department number is exist or not.

DEPARTMENT: Enter a Department Name.

PARENT DEPARTMENT: Click the drop-down list and select the department to which the position belongs. After the completion setting, click **OK** to save the settings (click **Save and New** to add another department) and return to the **Department** interface. The information on the new position is displayed in the department interface.

LanaTime	=						Language En	glish 🖌 🤇	•	A Notification	🤱 admin	0
admin • Online	Perso	nnel								# Home >	Personnel > Depa	rtmen
	🏛 De	partment									🗲 Option 🛛 🗕	×
	Depa	rtment No.		De	epartment							
IAIN NAVIGATION	Dep	partment No.			Department			Q Se	arch	Advanced	S Clear	
B Dashboard	O A	dd 🛍 Delete 🖯	🖥 Set Approver 🛛 🏶 Set I	Department 🔔	Import 🛓 Exp	oort 🕲 Log		10 ~		C Refresh		Ľ
Personnel <									5.6	A		
Device <		Department	Department	Parent Department	Employee Count	Approver		lated eration		Accounts Default_Departmen	t	
Attendance <) 1	Default_Department				Ed	it <u>Delete</u>				
System <) 2	Accounts				Ed	it <u>Delete</u>				
	~	< < 1	> >> Page 1/ Total	1; Per page 10 re	cords/Total 2 re	cords						

You can also click the add button from the department listing interface itself.



SET DEPARTMENT

Choose Personnel >> Department >> Option >> Set Department

Select department and select personnel no or by name then select new department then click OK.

MAIN NAVIGATION	Search by Department O Search by Personnel No./Name							
🍄 Dashboard	Select All Personnel In The Department							
📽 Personnel 🧹	5 v Selected Personnel(1) <i>d</i> Clear							
🗒 Device <	Personnel No First Name Department I Sam Default_Department							
▲ Attendance <	I Sam Default_Department							
⊑ System 〈	• Select New Department:							
	✓ Ok ØCancel							

You can also click the add button from the department listing interface itself.

EDIT DEPARTMENT

If the related department information changes in the company, you can use the department editing function to modify the department name, number and department. Directly click *Department* or *Edit* under *Related Operation* in the line of the department to be edited to access the editing interface for modification.

Lana Time	=	Language English 💙 🕐 🗘 Notification 🔍 🧟 admin 😋 🕯
admin • Online	Department	₩ Home > Personnel > Department > Add
	• Add Department Add department information here, customizing the organizational structure for HR management.	- x
MAIN NAVIGATION	* Department No. 2	
🚯 Dashboard	* Department Accounts	
嶜 Personnel 🧹 🤇	Parent Department	
Device <	✓ Ok Ø Cancel	
Attendance <		
🖵 System 🧹		

After the completion setting, click **OK** to save the settings and return to the **Department** interface. The information on the new department is displayed in the department interface.



DELETE DEPARTMENT

Select the department to be deleted, and then click **Delete** on upper left of the department list. Or directly click **Delete** under **Related Operation** in the line of department to be deleted to access the confirmation interface for department deletion.

LanaTime	English V (P) A Notification admin 📽
admin • Online	Department * Home > Personnel > Department > Delete
	Delete - × Undo department, Note: Department number cannot be reused after revocation!
MAIN NAVIGATION	Select Department(s):Accounts
🕸 Dashboard	
Personnel <	✓ Ok Ø Cancel
🕹 Attendance <	
□ System <	

Click **OK** for confirmation of deleting the selected department.

IMPORT DEPARTMENT

Choose Personnel >> Department >> Option >> Import

Select file by clicking browse then click *Get Import Template* then click *OK* Button.

Lana Time	=	Language English 🗸 🕐 🚯 🗘 Notification 🔍 🔔 admin 📽
admin • Online	Department	We Home > Personnel > Department > Import
	▲ Import To bring a bunch of details from a different program into the one you're using	- x
MAIN NAVIGATION	Select the file you want to import: Only support file formats .xtsx	Importing Template Example: A B C 1 Department No. Department No. Parent Department No. 2 A000001 123451 A000001 3 A000002 123452 A000001 4 A000003 123454 A000003 5 A000004 123454 A000003 6 A000005 123455 A000004 Description 1. Import template requires header 2. "Department No.", "Department 'is Required field 3.All fields must be in text format Get Import Templates Set Import Templates Set Import Templates

Click **OK** to Import Department.



EXPORT DEPARTMENT

Choose Personnel >> Department >> Option >> Export

Lana Time	≡	l angua	age English 🗸 🕐	A Notification
admin	Personnel	🕹 Export 🛛 ×		# Home > Personnel > Department
Online	<u>m</u> Department	Current Export Table Department V		≁Option — ×
	Department No.	Export Method: (a) All Records(max 10000 new records)	Q Search	Advanced Clear
Dashboard Personnel	O Add	Select number of records to export From No. From No. Export total Export Exit	10 🗸	2 Refresh
Device	Department Department No.		Related Operation	Accounts Default_Department
Attendance	□ 1 Default_D	partment		
1 System	2 Accounts			
	« < 1 > » ^p	ge 1/Total 1; Per page 10 records/Total 2 records		

Select *Current Export Table and File Type* from the drop down then click *Export* button *Log.*

ADVANCED SEARCH

Advanced search options are a set of very useful features offered by most *search* option on the Web application. Advanced search gives the Web searcher the ability to narrow their *searches* by a series of different conditions, ranges and fields and also in this we can add the advanced features.

LanaTime	≡	l anguage Englich 🗹 🛞 🚯 🗘 Notification 🔍 🤱 admin 🕫
admin	Personnel	Advanced Query ×
• Online	🏛 Department	Select Search Field Select Condition Range
L	Department No.	Conditions Selected
MAIN NAVIGATION	Department No	Q Search Advanced ØClear
Personnel <	🕒 Add 🗎 Delei	0 V ØRefresh
Device <	Departm	Accounts
å ∗ Attendance <		O Add Q Search Z Clear D Return on Clear Clear C Return on Clear C Section is prevailing
🖵 System <		Accounts Edit Delete
		> Page 1/ Total 1; Per page 10 records/Total 2 records

Set the parameters as required based on the following steps:

Select Search Field: It is to select field from the dropdown that are to be searched.
Select Condition: It is used to select the condition from the drop down that are to be searched.
Range: It is used to set range of search field.
Add: Button is used to add extra search features by user.
Search: This button is used to the features.
Clear: This button is used to clear the form.
Return: Button is used to return from the current form.



SET APPROVER

To set the approver for a department select a department and click on Set approver. Select approve type and approver

Lana Time	=	Language English 🗸 🕐 🚯 🗘 Notification
admin • Online	Department	Home > Personnel > Department > Set Approver
	𝐨 Set Approver	- x
MAIN NAVIGATION	Select Department(s):2 Accounts,	
🏟 Dashboard		
嶜 Personnel 🧹	Approve Type Single level	
Device <	Approver 💿	
🎝 Attendance <	✓Ok ØCancel	
🖵 System 🧹		

POSITION MANAGEMENT

Before setting company personnel, you need to add corresponding position information for the company. Choose *Personnel* >> *Position* to access the *Position* interface, as shown in the figure below.

Lana Time	≡	Language Engl	lish 🗸 🕐 🚺 🗘 Notification	🊨 admin 🛯 📽
admin • Online	Personnel		🖨 Home	> Personnel > Position
	Nosition			≁Option — ×
	Position No.	Department		
MAIN NAVIGATION	Position No.	Position	Q Search 🔥 Advanced	🖉 Clear
🚳 Dashboard	OAdd	D L OG		10 ¥
Personnel <	Grad Bocket Gott on an inport Ecoport			10
📕 Device <	Desition No. Position Parent	Position Employee Count	Related Operation	
Attendance <				
□ System 〈	< < 1 > >> Page 1/ Total 1; Per page 10 r	records/Total 0 records		

ADD POSITION

Choose *Personnel* >> *Position* >> *Option* >> *Add* to access the position adding interface.



Lana Time	=			Language English 🛩	•		🧘 admin	¢
admin • Online	Position					🕷 Home > Perso	nnel > Position	> Add
	O Add Position	formation for each department.					-	×
MAIN NAVIGATION	* Position No.	Position No.	Check					
🔁 Dashboard	* Position	Position						
Personnel <	Parent Position	~						
Device <								
≗ x Attendance <								
🗆 System 🧹								
		🖺 Save and New 🖌 Ok	⊘ Cancel					
localhost:8082/dashboard								-

Set the parameters as required based on the following steps:

Position No: Enter the position number (exclusive). Click *Check* to check whether the entered position number is exist or not.

Position: Enter the position title.

Parent Position: select the parent position

After the completion setting, click **OK** to save the settings (click **Save and New** to add another position) and return to the **Position** interface. The information on the new position is displayed in the Position list.

SET POSITION

Choose Personnel >> Position >> Option >> Set Position

Search by department and select personnel number or by name then select new position then click OK.

Online		Position				ñ	Home > Personnel > Set Pos
		Set Position modify department and position.					
IAIN NAVIGATION		Search by Department	Search by Personnel No	./Name			
孢 Dashboard		✓	Select All Personnel In T	he Department			
Personnel	<				5 💙	Selected Personnel(0)	Z Clear
Device	<	Personnel No	First Name	Department			
× Attendance	<		Sanjiv	Default_Department			
묘 System	K	« < 1 > »	Page 1/ Total 1; Per	page 5 records/Total 1 records			
		Select New Position:		*			

Then click **OK** to confirm set position.



IMPORT POSITION

Choose **Personnel** >> **position** >> **Option** >> **Import** Select file by clicking **Browse** then click **Get Import Template** then click **OK** button.

Lana Time	Ξ	Language English 🗸 🕐 🚯 🗘 Notification 🚨 admin 📽
admin Online	Position	Home > Personnel > Position > Import
	Limport To bring a bunch of details from a different program into the one you're using	- ×
MAIN NAVIGATION	Select the file you Choose File No file chosen want to import : Only support file formats .xlsx	Importing Template Example: 1 0 C D E 1 Department lie Paule Paulon lie Paule lie <
□ System 〈	✓ Ok Ø Cancel	

EXPORT POSITION

Choose Personnel >> Position >> Option >> Export

LanaTime	:	=	Language English 🗸 🕐 🗘 Notification 🖉 🧘 admin 🕫
admin		Personnel	* Export ×
• Online		Section	Current Export Table Position V File Type PDF File V
MAIN NAVIGATION		Position No. Position No.	Export Method:E All Records(max 10000 new records) Select number of records to export From No. 1 records, export total 100 records
🖀 Personnel		OAdd	Export Exit
Device		Position No.	Postuon Parent Position Employee Count Related Operation
≜ × Attendance			Accounts manager Edit Delete
묘 System	¢	<pre></pre>	1/Total 1; Per page 10 records/Total 1 records

Select **Current export table and file type** from the drop down then **click export** button.

Log: In this whatever change in this software modification it will display in log.



Lana Time	ЭLog					×	Notification	🧟 admin 🕫
admin Online	Username		Action Flag	¥	10 ~	Q Search 🥒 Clear	# Home	> Personnel > Position
	Username	Action Time	Object Type	Object Description	Action Identification	Change Message		≁Option — ×
	admin	10/5/2020 10:35:34 PM	Position	1 Accounts manager	Add			
							Advanced	🍠 Clear
🏠 Dashboard	~	< 1 > >> Page 1/T	otal 1; Per page 10 re	ecords/Total 1 records				
🖀 Personnel	<							10 💙
Device		Position No.	P	Position	Parent Posit	ion Employee Count	Related Op	eration
≜ × Attendance			A	ccounts manager				
묘 System		< 1 > >> Page	: 1/ Total 1; Per page	10 records/Total 1 records				

EDIT POSITION

If the related position information changes in the company, you can use the position editing function to modify the position name, number and department. Directly click **Position** or **Edit** under **Related Operation** in the line of the position to be edited to access the editing interface for modification.

Lana Time		=	Language English 🗸	?	0		2	admin	¢;
admin • Online		Position				🕷 Home > Pe			
		Add Position Define the position information for each department.						-	×
MAIN NAVIGATION		* Position No. 1							
🔁 Dashboard		* Position Accounts manager							
 Personnel Device 	<	Parent Position							
Attendance	< l								
😐 System	¢								
		✓ Ok ØCancel							
localhost:8082/dashboard									

Position No: Enter the position number (exclusive). Click *Check* to check whether the entered position number is exist or not.

Position: Enter the position title.

Parent Position: select the parent position.

After the completion setting, click **OK** to save the settings and return to the **Position** interface. The information on the new position is displayed in the department list.



DELETE POSITION

Select the position to be deleted, and then click **Delete** on upper left of the position list. Or directly click **Delete** under **Related Operation** in the line of position to be deleted to access the confirmation interface for position deletion.

Lana Time	=	Language English 🗸 @	0		🧘 admin	¢
admin • Online	Position			# Home > Person	nel > Position	> Delete
	Delete Undo position, Note: position cannot be reused after revocation!				-	- x
MAIN NAVIGATION	Select Positions(s):Accounts manager					
🕸 Dashboard						
🐮 Personnel 🧹						
📕 Device <	✓ Ok Ø Cancel					
🎝 Attendance <						
🖵 System <						
localhost:8082/dashboard						

Click **OK** for confirmation of deleting the selected position.

ADVANCED SEARCH

Advanced search options are a set of very useful features offered by most search option on the Web application. Advanced search gives the Web searcher the ability to narrow their searches by a series of different conditions, ranges and fields and also in this we can add the advanced features.

LanaTime	≡	l anguage Friglich	• • • • •	Notification 🚨 admin 📽
admin	Personnel	Advanced Query ×		🕷 Home > Personnel > Position
Online	Section 1	Select Search Field Select Condition Range		≁ Option — ×
	Position No.	Conditions Selected		
Dashboard			Q Search	Idvanced Sclear
🖀 Personnel	Add 🗈 Dele			10 🗸
E Device			Employee Count	Related Operation
ax Attendance		Odd Q Search ♂ Clear ℃ Return Note: For selection of the same field or same conditions, the last selection is prevailing		
요 System	< < <	1 > Page 1/ Total 1; Per page 10 records/Total 1 records		

Set the parameters as required based on the following steps: Select Search Field: It is to select field from the dropdown that are to be searched. Select Condition: It is used to select the condition from the drop down that are to be searched. Range: It is used to set range of search field. Add: Button is used to add extra search features by user. Search: This button is used to the features. Clear: This button is used to clear the form. Return: Button is used to return from the current form.



PERSONNEL

When starting to use this management system, you need to register personnel in the system or import the personnel information in other software or data to this system. For specific operations,

ADD PERSONNEL

		Add personnel Add personnel information, enroll fingerprint	and fill in the card number as required.Note: The parameter with * mea	ans it cannot be empty.	
AIN NAVIGATION		Personnel Profile			
Dashboard		*Device ID	Personnel No		
Personnel	<				
Device	<	*Department	Check Position		
Device		Default_Department	~	*	
Attendance	<				
System	<	First Name	LastName		ptimal Size 120×140 Pixel)
		Father Name	Mother Name	Gender	No file chosen
		Factier Name	Hother Name	Male	~
		Password	Self Password:	Card No.	
			123456		
		Employment Date:	Date Of Attendance Start	Employee Rule	
		05/10/2020	05/10/2020	None	~
		Employment Type:	Туре	Blood Group	
		Employee	×	~	~
		Company	Shift	Holiday Group	

Choose *Personnel* >> *Personnel* >> *Add* to access the personnel adding interface.

Set the parameters as required based on the following steps:

PERSONNEL PROFILE AND PERSONAL DETAILS

MAIN NAVIGATION		Personnel Profile					
🙆 Dashboard		*Device ID	Po	rsonnel No			
		Device ib	re	isonner no			
Personnel	<			Check			
Device	<	*Department	Po	sition			
≜ ∗ Attendance		Default_Department	*		*		
Attendance	<	First Name	La	stName			
😐 System	<						(Optimal Size 120×140 Pixel) Choose File No file chosen
		Father Name	Mo	other Name		Gender	
						Male	~
		Password	Se	If Password:		Card No.	
				123456			
		Employment Date:	Da	te Of Attendance Start		Employee Rule	
		06/10/2020	-	06/10/2020		None	~
		Employment Type:	Ту	pe		Blood Group	
		Employee			~		~
		Company	Sh			Holiday Group	
		All	~	None	~	None	~
		Personnel Details					
		Expiry Alert					

- Device ID: Enter the device id unless it is not identical to the personnel number.
- *Personnel No*: The length cannot exceed nice digits. For an employee No. with the length less than nine digits, one or more 0's are prefixed to make the length 9 digits. The numbers cannot be the same.
- Click *Check* to check whether a number is exist or not.



- Gender: Select a Gender.
- **Department:** Select a department from the drop-down list. (If no department has been set, only the default departments existing in the system can be chosen).
- Employment Type: Select the employee type from the drop-down list. It can be set to Permanent or Temporary.
- *Employment Date*: It is set to the current date by default. The employment date is considered as the start date of attendance calculation. The attendance before this date is not calculated in the statistical result.
- Self-Password: Set a self-password.
- First Name: Enter first name.
- Last Name: Enter last name.
- *Position*: Select the position from the drop-down list.
- Password: Set the personnel password. The black-and-white T&A device supports passwords with only five digits. The color-screen T&A device supports passwords with only eight digits. Passwords with digits exceeding the specified length are cut out by the system automatically. When you change a password, clear the old password in the text box and then enter the new password. Set to *Employee* or *Contractor*.
- Card No: Assign card numbers to personnel for attendance checking. Enter the card No. manually or use a card enroller for issuing cards.
- Employee Rule: We can add the employee rule we set in attendance option here.
- *Shift*: Assign shift to personnel. This will considered for generating reports even if we did not assign the schedule for the employee.
- Holiday Group: Add holiday group for employees.

Add Date of attendance start, Work address, home address, postal code, office telephone, home telephone, Mobile phone, birthday, ID number and Email

EXPIRY ALERTS AND ATTENDANCE SETTINGS

AADHAR	Expire On:	Ema	il Alert: Yes 🗸	Before	day(s)
• Attendance Sett	ings				
Area ————————————————————————————————————	me	Enable Attendance Function: Device Privilege:	Yes Employee	~	

Set expiry alert for documents. Enter expiry date, Email alert option and date before notification to be sent
LANA Time Web 4.1
16



Set Area: Select Area

Enable Attendance Function (The default value is *Yes* and *No* means this employee is not included in the result of attendance statistics): For some top management personnel and temporary personnel requiring no attendance checking, it can be set to *No*.

Device Privilege: Set the permission of a user in the device, with the options including the following four types. After the completion of setting, click **OK** to save the settings (click **Save and New** to add another employee) and return to the **Personnel** interface, and the information on the new employee is displayed in the personnel list.

MOBILE APP SETTINGS

_						
Area			Enable Attendance Function:	Yes	~	
	Area Name		Device Privilege:	Employee	~	
~ м	obile App Setting					
App S	tatus	Ap	Role			

Enter the App status (Enable/ Disable) and App role.

IMPORT PERSONNEL

Choose Personnel >> Personnel >> Option >> Import

Select file by clicking browse then click *Get Import* template then click *OK* button.

Lana Time	=		Language E	nglish 🖌 🕐	0			admin	o,
admin • Online	Pe	ersonnel			*	Home > Pers	onnel > Per	sonnel >	Import
	1	Import						-	×
MAIN NAVIGATION		Select the file you Choose File No file chosen Importing Templa want to import : Only support file formats .xlsx	ate Example:	4 <u>k</u> 1 Personnel No. 2 300	B First Name Devid	C Depatment No. 1	D Position No. 2	E Card No.	
Personnel <				3 400 4 500 5 600 6 700	Fadd Hade Janes Sai th	2 1 1 1	1 1 1 1	123 34 88 9	
Device <		Trim Employee Name : No OYes		 Import temp Personnel N are required All fields mu 	o,First Nam fields	e and Departm	ent No		
⊥ System 〈		✓ Ok ØCancel		Get Import T	emplates				



EXPORT PERSONNEL

Choose *Personnel >> Personnel >> Option >> Export*

Select Current Export Table and File Type from the drop down then Click Export button

LanaTime	=	Language English 🔻 🕐 🗘 Notification 🚨 admin 👒
admin	Personnel	* Export * # Home - Personnel - Personnel
• Online	📽 Personnel	Current Export Table Personnel File Type PDF File PDF File
	Personnel No	Export Method: nt Position (a) All Records(max 10000 new records) (b) Select number of records to export
 Dashboard Personnel < 	Area Name Area Name	From No. 1 records export total 100 records Export Exit Export Exit
📕 Device <	🖬 Add 📾 Delete 🕥 Adjust Area 🛛	DAdjust Department (♣ Resignation ≰Import ≰Export DLog 20 ↔
🛃 Attendance <	Person No First Name	Card No. Department Position Gender Privilege Area FingerPrint Face Operations
☐ System 《		e 1/ Total 1; Per page 20 records/Total 0 records

Log: In this whatever change in this software modification it will display in log.

DELETE EMPLOYEE

On the *Personnel* interface, select the employee (or employees) to be deleted, and click *Delete* on upper left of the personnel list to access the confirmation interface for deletion.

LanaTime	Language English 🗸 @ 🛛 🗘 Notification 🔍 🧟 admin 🕫	1
admin • Online	Personnel * Home > Personnel > Delete	l
	Delete Delete - × Delete staff attendance schedule, appended log, overtime sheet, leave, the original records table information, please delete property!	
MAIN NAVIGATION	Select Personnels(s):1 Sanjiv,	
🍘 Dashboard		
Personnel <		
Device <	✓ Ok Ø Cancel	l
Attendance <		l
🖵 System 🧹		l
		÷

Click **OK** to complete the deletion operation.

Note: When you delete an employee, the information on this employee in the database is also deleted.



ADJUST AREA

On the *Personnel* interface, select the employee (or employees) that to adjust area, and click *Adjust Area* on upper left of the personnel list to access the confirmation interface for adjust area.

Mine Online	r croonnet		н попіс « тегаопіст « тегаопіст « жајазситеа
	• Area adjustment Area adjustment will remove	this person from the devices in the original area and this person will be automatically sent to all devices in the new area.	- x
MAIN NAVIGATION	Select Personnels(s):	1 Sanjiv,	
嶜 Personnel 🛛 <			
Device <	* Adjusted to Area:	Include Subordinate Departments ✓ Ok	
≗x Attendance <		ZArea Name	
□ System <			
	Transfer Reason:	Transfer Reason:	
	Remarks	Remarks	
		✓Ok ØCancel	

Set the parameters as required based on the following picture above: Click **OK** to complete the adjust area operation.

ADJUST DEPARTMENT

On the *Personnel* interface, select the employee (or employees) that adjust department and click *adjust department* on upper left of the personnel list to access the confirmation interface for adjust department.

LanaTime	=	Language English 🗸 🕐 🚯 🗘 Notification
admin • Online	Personnel	W Home > Personnel > Personnel > Adjust Department
	OAdjust Department If the personnel department after adjust	ng the original sector is the same department, position remains unchanged otherwise it will adjust the personnel office will be set after empty.
MAIN NAVIGATION	Select Personnels(s):	1 Sanjiv,
📽 Personnel 🛛 <		
🖪 Device <	* Adjusted to Department:	~
Attendance <	Transfer Reason:	Transfer Reason:
🖵 System <	Remarks	Remarks
		✓Ok ØCancel

Set the parameters as required based on the picture above: Click **OK** to complete the adjust department operation.



RESIGNATION

On the *Personnel* interface, select the employee (or employees) that to resigned, and click *Resignation* on upper left of the personnel list to access the confirmation interface for resignation.

Lana Time	=		L	anguage English 🗸 🕐	0		🧟 admir	o;
admin • Online	Personnel				*	Home > Personnel >	Personnel > Re	signation
	Resignation Perform resignation operation	on personnel						- ×
MAIN NAVIGATION	Selected Person	1 Sanjiv,						
Dashboard Personnel <	Reason							
Device <	Resignation Date		Resignation Type	Quit	~			
å x Attendance <	Return Tool(s) Type	Yes 🗸	Return Uniform	Yes	~			
□ System <	Return Card	Yes 🗸	Blacklisted	Yes	~			
	Disable Attendance	2						
		√ Ok ØCancel						
localhost:8082/dashboard								

Set the parameters as required based on the following picture above:

Click **OK** to complete the resignation operation.

After resignation success the selected employee is removed from the personnel interface.

PERSONNEL RESIGNATION

Lana Time	≡					l	Language Eng	lish 🖌 🕐	1 A Noti	fication 🕺 🏯 admin
admin Online	Pers	onnel								V Home > Personnel > Re:
	€ R	esignation								FOption -
MAIN NAVIGATION	Pe	rsonnel No	First	Name	Resignat		~	QSe	arch A dv	anced S Clear
Personnel	< 6	Add 🗊 Delete ØDi:	sable Attendance	Function Decinstateme	ent 🚣Export	DLog				20 🗸
Device		Personnel No	First Name	Department	Blacklisted	Resignation Date	Resignation Type	Reason	Disable Attendance	Related Operation
ax Attendance □ System	<	1	Sanjiv	1Default_Department	No	02/10/2020	Quit		Yes	<u>Delete</u>
		<< 1 >	>> Page 1/T	otal 1; Per page 20 record	s/Total 1 records					

The operations of personnel resignation cover personnel resignation, reinstatement from resignation and disabling attendance.



ADD EMPLOYEE FOR RESIGNATION

Choose *Personnel* >> *Resignation* >> *Options* >> *Add* to access the new adding interface, as shown in the figure below.

Lana Time		=	Language English 💙 🕐 🚯 🗘 Notification 🖉 🔔 admin 🗖
admin • Online		Resignation	🕷 Home > Personnel > Resignation > Add
		O Add Resignation	- x
MAIN NAVIGATION		* Personnel	
🆚 Dashboard		* Resignation Date	
Personnel	<	Resignation Type Quit 🗸	
Device	<	Reason	
Attendance	<	Return Tool(s) Type Yes 🗸	
🖵 System	<	Return Uniform Yes 🗸	
		Return Card Yes 🗸	
		Blacklisted No 🗸	
		Disable Attendance	
		Save and New VOk ØCancel	

Perform the resignation operation as required. The following shows how to perform operation.

Personnel: Click the drop-down list and select the employee for resignation. For personnel selection.

Resignation Date: Select the resignation date.

Resignation Type: Select the resignation type.

Reason: Enter the reason for resignation as required. It can be left blank.

Return tools/Work Uniform/Card: The default value is Yes. You can select No from the drop-down list.

Blacklisted: The default value is *No*, that is, resignation without being blacklisted. The operation of reinstatement from resignation cannot be conducted on the resigned personnel in the blacklist.

Disable attendance: For an employee newly added for resignation with attendance not disabled immediately, follow the following method to disable attendance.

In the resigned personnel list on the **Resignation** interface, click to select the resigned employee whose attendance needs to be disabled, and then click Disable Attendance Function above the resigned personnel list to access the confirmation interface for disabling attendance, as shown in the figure below. After the completion of setting, click **OK** to save the settings and return to the **Resignation** interface, and the just added employee for resignation will be displayed in the resigned personnel list.

EXPORT RESIGNATION

Choose **Personnel** >> **Resignation** >> **Option** >> **Export** Select **Current Export Table and File Type** from the drop down then click **Export** button.



LanaTime	=		Language English 🗝 🕐 🗘 Notification
admin	Personnel	🕹 Export 🛛 ×	Home > Personnel > Resignation
• Online	Resignation	Current Export Table Resignation	Foption — X
MAIN NAVIGATION	Personnel No	File Type PDF File V Export Method: (a) All Records(max 10000 new records)All Records(max 10000 new records) Select number of records to exportSelect number of records to export cords to export	✓ QSearch Mªdvanced ØClear
🔲 Device <	Personnel No First Name	From No. 1 records export total 100 records Export Exit Date	Resignation Reason Disable Related Operation Type Attendance
🕹 Attendance <	🗌 1 Sanjiv	1Default_Department No 02/10/2020	Quit Yes <u>Delete</u>
	<< < 1 > >> Page	1/ Total 1; Per page 20 records/Total 1 records	

Log: In this whatever change in this software modification it will display in log.

Lana Time	'DLog									×	Notif	ication	🧟 ad		00
admin • Online	Username		Action Flag		~	20	0	♥ QSe	arch	Clear	*	Home >	Personnel		
	Username	Action Time	Object Type	Object D	Description		Action dentificati		hange Messa	ige			≁Optio	n —	×
MAIN NAVIGATION	admin	10/6/2020 10:35:57 PM	Resignation	0000000	01Sanjiv	A	Add	1							
🕸 Dashboard	~ <	1 > >> Page 1/	otal 1; Per page 20 rec	ords/Total	1 records						Adva	nced	Clear	r	
🐮 Personnel 🧹 🤟														~	
Device <		Personnel No First Na	me Department	t	Blacklisted	Resign		Resignation	Reason	Disable		Related	Operation	n	
Attendance <			1Default_De			Date 02/10/:		Typ e Ouit		Yes	ance				
🖵 System 🧹		i sanjiv	IDelaut_De							Tes					
		< 1 > >> Pa	ge 1/Total 1; Per page	20 records	/Total 1 records										

DISABLE ATTENDANCE

Choose *Personnel* to disable attendance from resignation interface >> *Resignation* >> *Disable Attendance* In this the admin have right to disable the attendance of a resigned user.

LanaTime	English 🗸 🕐 ANOLIfication 🖉 🍰 admin
admin • Online	Personnel 🕷 Home > Personnel > Resignation > Disable Attendance Function
	ØDisable Attendance Function - ×
MAIN NAVIGATION	Select Resignations(s):1 Sanjiv,
🏟 Dashboard	✓Ok ØCancel
嶜 Personnel 🛛 <	
🖪 Device 🧹	
🎝 Attendance <	
□ System <	
localhoct8082/dathhoard	



Click **OK** to complete the disable attendance operation. After disable attendance success the selected employee is removed from the resignation interface.

REINSTATEMENT

Choose Personnel to be reinstate from resignation interface >> Resignation >>select employee >>Reinstatement

LanaTime	=	Language English 🗸	?	0		🧘 admin	o;
admin • Online	Personnel			Home	Personnel > Resi	gnation > Reins	atement
	₱) Reinstatement					-	×
MAIN NAVIGATION	Select Resignations(s):1 Sanjiv,						
🚯 Dashboard	✓ Ok Ø Cancel						
📽 Personnel 🛛 <							
🖪 Device 🧹							
よ Attendance <							
🖵 System 🧹 🤇							
localhost:8082/dashboard							

ADVANCED SEARCH

Advanced search options are a set of very useful features offered by most *search* option on the Web application. Advanced search gives the Web searcher the ability to narrow their *searches* by a series of different conditions, ranges and fields and also in this we can add the advanced features.

LanaTime	=	Language Findlich 🗸 🛞 🗘 Notification 🔍 🧟 admin 🗠
admin	Personnel	MAdvanced Query ×
• Online	Resignation	Select Search Field Select Condition Range
	Personnel No	Conditions Selected
MAIN NAVIGATION		QSearch Advanced Sclear
🖉 Personnel <	BAdd ⊞Delet	20 👻
Device <	Person	eason Disable Related Operation
å ∗ Attendance <		OAdd QSearch Image: Clear OReturn Attendance *Note: For selecting of the same field or same conditions, the last selection is prevailing. Attendance Attendance
😐 System 🛛 <		Sanjiv 1Default_Department No 02/10/2020 Quit Yes <u>Delete</u>
	< < 1	> >> Page 1/Total 1; Per page 20 records/Total 1 records

Set the parameters as required based on the following steps:

Select Search Field: It is to select field from the dropdown that are to be searched.
Select Condition: It is used to select the condition from the drop down that are to be searched.
Range: It is used to set range of search field.
Add: Button is used to add extra search features by user.
Search: This button is used to the features.
Clear: This button is used to clear the form.
Return: Button is used to return from the current form.

LANA Time Web 4.1



ISSUE CARD

Assign card numbers to personnel for attendance checking. The system supports card issuing with a card enroller or by manually entering card numbers.

1. HOW TO USE THE CARD ENROLLER

The card enroller is connected with a PC through a USB port. Click the card number entering bar, swipe the card on the card enroller, and this card number is automatically displayed on the entering bar.

2. SPECIFIC CARD ISSUING PROCEDURE

Choose *Personnel* >> *Issue Card* >>*Option*>> *Issue Card* to access the card issuing interface, as shown in the picture below.

LanaTime	=					Language English 🗸	? 0		🧘 admin
admin • Online	Per	sonnel						🕷 Home > Person	nel > Issue Card
		dd Issue Card /hen issuing a new card, please cor	nnect the card reader to your	PC on the server. Or	ly personnel with their in	formation registered can have their c	ard issued.		-
IAIN NAVIGATION		Personnel	*						
Personnel	ĸ	Card No.	New 🗸 Ok	⊘ Cancel					
Device	<								
▲ Attendance	< <								
calhost:8082/dashboard									

PARAMETER DESCRIPTION:

Personnel: Click on the right side of *Personnel* and select an employee from the popped up personnel list. *Card No*: Enter a card number or obtain a card number by using the card enroller.

After the completion of the setting, click **OK** to start card issuing. After the operation is successful, the system automatically returns to the **Issue Card** interface. Now the related information on this card is displayed in the card information list on the interface. Note: A card can only be issued to one employee once.

RETREAT CARD

Choose Personnel >> Issue Card >>select card>> Retreat card

LanaTime	Ξ Language English ♥ ⑦ Ο Ω Notification 2 admin α
admin • Online	Personnel Home > Personnel > Issue Card > Retrest Card
	After the back of the card is successful, the system will clear the personnel card information - ×
MAIN NAVIGATION	Select Issue Card(s):1111 Sanjiv,
Dashboard	
Personnel <	✓Ok ØCancel
د معند معند معند معند معند معند معند معن	
□ System 〈	



After the completion of setting, click **OK** to save the settings and return to the **document** interface, and the retreated card personnel are removed from issue card interface

BATCH CARD

Lana Time	=	Language English 🗸 🕐 🚯 🗘 Notification
admin • Online	Personnel	In Home ⇒ Personnel ⇒ Issue Card ⇒ Batch Card
	Batch Card The personnel with card numbers will not appear on the generated list.	- x
MAIN NAVIGATION		Issue Card Way Card Reader
B Dashboard	Start Personnel No.	
 Personnel Device 	End Personnel No.	Input Card No.
🛃 Attendance <	No Card Issued:	Issued Cards:
□ System 〈	Personnel No First Name Department	
	No related record	

Choose *Personnel* >> *Issue Card* >> *Batch Card* to access the batch card issuing interface.

2. Set *Start Personnel No.* and *End Personnel No.* (Ensure that entered numbers do not exceed the maximum numbers of personnel number digits supported by the system). Click *Generate List*. Information on all employees without card numbers in this number range is displayed, as shown in the figure below.

3. Enter a card number in the *Input Card No.* box or obtain a card number by using the card enroller. (The following uses the card enroller for obtaining a card number as an example).

4. Place cards at the card placement position of the card enroller one by one. The card enroller automatically obtains card numbers and starts card issuing from the first employee in the list of personnel without cards assigned. After successful card issuing, the information on related personnel in the list of personnel without cards assigned is automatically cleared. The information (including card numbers) on the personnel with cards issued is displayed in the right list of personnel with cards issued.

5. Click **OK** to save the settings and return to the **Issue Card** interface. The card information list now displays the personnel with cards issued and the information on their card numbers.

A Dashboard A Dashboard Personnel Card Obsub Card OBatch Card Export Device Personnel No First Name Department No. Department Name Card No. Card Status Date Of Issue Attendance 00000001 Sanjiv Default_Department 1234 Enabled 06/10/2020
MAIN NAMIGATION
MAIN MANIGATION Image: Card Obstath Card Extract Card Lexport Diag QSearch Midvanced Image: Card Obstath Card Extract Card Lexport Diag Image: Device Image: Card Obstath Card Extract Card Lexport Diag Image: Card No. Card Status Date Of Issue Image: Device Image: Occondition of Card Status Image: Occondition of Card Status Date Of Issue Image: Device Image: Occondition of Card Status Image: Occondition of Card Status Date Of Issue Image: Device Image: Occondition of Card Status Image: Occondition of Card Status Date Of Issue Image: Device Image: Occondition of Card Status Image: Occondition of Card Status Date Of Issue Image: Device Image: Occondition of Card Status Image: Occondition of Card Status Date Of Issue Image: Device Image: Occondition of Card Status Image: Occondition of Card Status Date Of Issue Image: Device Image: Occondition of Card Status Image: Occondition of Card Status Date Of Issue Image: Device Image: Occondition of Card Status Image: Occondition of Card Status Image: Occondition of Card Status
Personnel Card Velocard Personnel Card & Expert Sug 2 Device Personnel No Personnel No Department No. Department Name Card No. Card Status Date of Issu A Attendance 0 00000001 Sanjiv Default_Department 1234 Enabled 06/10/2020
•••••••••••••••••••••••••••••
L System (



EXPORT

Choose Personnel >> Issue >> Option >> Export

Select *Current Export Table and File Type* from the drop down then click *Export* button.

Lana Time	=	≛ Export	Language English 🛩	• • • A Notification	admin 📽
admin Online	Personnel		▼	🕷 Home	e > Personnel > Issue Card
	Elssue Card		 ✓ 		≁Option — ×
MAIN NAVIGATION	Personnel No	Export Method: All Records(max 10000 new records) Select number of records to export From No. 1 records export total 100 r	ecords	QSearch Advanced	Clear
嶜 Personnel	K Bissue Card OBatch Card		Exit		20 💙
Device	C Personnel No F	irst Name Department No. Depart	ment Name Card No.	Card Status D	ate Of Issue
≗ ∗ Attendance		anjiv Default	_Department 1234	Enabled 06	
□ System	< < 1 > >> Pa	ge 1/Total 1; Per page 20 records/Total 1 records			

Log: In this whatever change in this software modification it will display in log.

Lana Time	DLog						× Notification	🛛 🧟 admin 🔇
admin Online	Username		Action Flag		• 10 •	QSearch Clear	🖷 Hom	e > Personnel > Issue Ca
	Username	Action Time	Object Type	Object Description	Action Identification	Change Message		≁Option — ×
	admin	10/6/2020 10:55:45 PM	Issue Card	00000001Sanjiv	Add			
Dashboard	admin	10/6/2020 10:53:21 PM	Issue Card		Delete		Advanced	2 Clear
	admin	10/6/2020 10:53:21 PM	Issue Card		Others	Retreat Card(card_cost=None)		20 🗸
Personnel	admin	10/6/2020 10:47:15 PM	Issue Card	00000001Sanjiv	Add			
Device	<						s D	ate Of Issue
ttendance	< < <	1 > >> Page 1/	Total 1; Per page 1	10 records/Total 4 records			0	6/10/2020
System	<							
	~	< 1 > >> P	age 1/ Total 1; Per	page 20 records/Total 1 records				

ADVANCED SEARCH

Advanced search options are a set of very useful features offered by most search option on the Web application. Advanced search gives the Web searcher the ability to narrow their searches by a series of different conditions, ranges and fields and also in this we can add the advanced features.

Set the parameters as required based on the following steps:

Select Search Field: It is to select field from the dropdown that are to be searched.
Select Condition: It is used to select the condition from the drop down that are to be searched.
Range: It is used to set range of search field.
Add: Button is used to add extra search features by user.
Search: This button is used to the features.
Clear: This button is used to clear the form.
Return: Button is used to return from the current form.



LanaTime	=	Language English y 🕐 🕕 A Notification 🚨 admin 🕫
admin Online	Personnel	Advanced Query X
	Elssue Card	Select Search Field Select Condition Range
MAIN NAVIGATION	Personnel No	Conditions Selected
🙆 Dashboard		
🖀 Personnel 🛛 <	Issue Card	20 *
Device <	Personne	. Card Status Date Of Issue
🚑 Attendance <		OAd QSearch PClear DReturn *Note: For selecting of the same field or same conditions, the last selection is prevailing. Enabled 06/10/2020
도 System 《	e< < 1	> >>> Page 1/Total 1; Per page 20 records/Total 1 records

DOCUMENT SETUP

Personnel >> Document Setup >> Options >> Add

Lana Time	≡		Language English 🗸	•		🤱 admin	¢\$
admin Online	Personnel				🕷 Home > Pers	onnel > Documer	nt Setup
	Document Setup					≁option —	×
	No	Document Name					
IAIN NAVIGATION	No	Document Name		Q Search	Advanced	🝠 Clear	
孢 Dashboard	●Add ⑪Delete ▲Export ூLog					20 🗸	
Device <	No. Document Name		Related Operation				
Attendance <							
⊇ System 〈	< < 1 > >> Page 1/1	Total 1; Per page 20 records/Total 0 records					
lhost:8082/dashboard							

Set parameters click ok then the added documents displayed in the document interface

LanaTime	=	Language English 🕶 💿 🚯 🗘 Notification 💁 🍰 admin
admin • Online	Document Setup	# Home $>$ Personnel $>$ Document Setup $>$ Add Document
	O Add Document	- ×
MAIN NAVIGATION	* No	
🚯 Dashboard	* Document Name	
嶜 Personnel <	🛱 Save and New 🗸 Ok 🖉 Cancel	
📕 Device 🤇		
🎝 Attendance <		
□ System <		



EXPORT DOCUMENT

Choose Personnel >> Export Document >> Option >> Export

Select Current Export Table and File Type from the drop down then click Export button

Lana Time	=	Language English 🗙 🕐 🌒 🗘 Notification 🚨 admin 🗠
admin	Personnel	★ Export ×
Online Online	(Document Setup	Current Export Table Document Setup ▼ File Type PDF File ▼
MAIN NAVIGATION	No	Export Method:
🖀 Personnel 🛛 <	OAdd @Delete ▲Export つLog	
Device <	🗆 No. Doct	ment Name Related Operation
Attendance <		
🖵 System <		Page 1/Total 1; Per page 20 records/Total 0 records

Log: In this whatever change in this software modification it will display in log.

Lana Time	් Log			× Notification
admin • Online	Username	Action Flag	✓ 10 ✓ Q Search Ø Clear	Home > Personnel > Document Setup
	Username Action Time	Object Type Object Description	Action Change Message Identification	Foption — ×
MAIN NAVIGATION	admin 10/7/2020 10:46:35 AM	Document Setup Document object	Add	Advanced Clear
🙆 Dashboard	Dens 1/T	otal 1; Per page 10 records/Total 1 records		
🕈 Personnel <	< < 1 > >> Page 1/ To	otal 1; Per page 10 records, rotal 1 records		20 🗸
🖪 Device 🤇	No. Document	t Name		Related Operation
≗ x Attendance <	1 AADHAR			<u>Edit Delete</u>
🖵 System <				
	<< 1 > >>	Page 1/ Total 1; Per page 20 records/Total 1	records	

EDIT DOCUMENT

Personnel >> Document Setup >> Edit

If the related **Document** information changes in the company, you can use the document editing function to modify the document no and document name. Directly click **Document** or **Edit** under **Related Operation** in the line of the document to be edited to access the document interface for modification.



LanaTime	=	Language English 🗸 🕐 🚯 🗘 Notification
admin • Online	Document Setup	♣ Home > Personnel > Document Setup > Add Document
	O Add Document	- x
MAIN NAVIGATION	*No 1	
🕸 Dashboard	* Document Name AADHAR	
Personnel <	✓ Ok Ø Cancel	
Device <		
Attendance <		
🖵 System <		
ocalhost:8082/dashboard		

After the completion setting, click **OK** to save the settings and return to the **document setup** interface. The information on the new position is displayed in the document interface

DELETE DOCUMENT

Select the document to be deleted, and then click **Delete** on upper left of the document list. Or directly click **Delete** under **Related Operation** in the line of document to be deleted to access the confirmation interface for document deletion.

Lana Time	=	Language English 🗸 🕐 🚯 🗘 Notification
admin • Online	Document Setup	Home > Personnel > Document Setup > Delete
	Delete	- x
MAIN NAVIGATION	Select Document Setup(s):1 AADHAR	
Dashboard		
 Personnel Device 	< ✓ ✓ Ok ØCancel	
 Device Attendance 		
□ System	<	

Click **OK** for confirmation of deleting the selected position.

ADVANCED SEARCH

Advanced search options are a set of very useful features offered by most search option on the Web application. Advanced search gives the Web searcher the ability to narrow their searches by a series of different conditions, ranges and fields and also in this we can add the advanced features.



Lana Time	E Language English y 🖲 🚯 🗘 Notification 🔍 🤱 admin 👒	
g admin	Personnel Konned Query X Home Personnel Document Setup	
• Online	Select Search Field Select Condition Range	
	No Conditions Selected	
B Dashboard	No Q Search M Advanced Z Clear	
📽 Personnel 🧹	C Add @Delet	
Device <	No. Related Operation Operation	
≗ x Attendance <	Add Q.Sarch Clear D.Return Operation Inter-For selecting of the same field or same conditions, the last selection is prevailing. Edit Delete	
😐 System 🧹		
	< 1 > >>> Page 1/ Total 1; Per page 20 records/Total 1 records	

Set the parameters as required based on the following steps:

Select Search Field: It is to select field from the dropdown that are to be searched.

Select Condition: It is used to select the condition from the drop down that are to be searched.

Range: It is used to set range of search field.

Add: Button is used to add extra search features by user.

Search: This button is used to the features.

Clear: This button is used to clear the form.

Return: Button is used to return from the current form.

DEVICE MANAGEMENT

To use the attendance function, a user must install devices and connect them to the Internet first; then, the user needs to set the corresponding parameters in the system so as to manage connected devices from the system, thereby implementing digital management, including uploading user attendance data, downloading the configuration information, and exporting various reports.

MESSAGE

The software supports adding short messages in the system and issuing them to a designated device. Choose *Device* >> *Message* to access the short message setting interface.

ADDING A PUBLIC MESSAGE

Choose Device >> Message >> Public Message.

Set the parameters as required based on the following steps:

Device: Select a device to which a message needs to be issued from the drop-down list. (You can choose more than one device).

Short Message Content: Enter the short message content to be issued.

LANA Time Web 4.1



Start Time: Select the start time for issuing the short message. Please refer to Appendix 3 "Select a Time" for the method of selecting time.

Message Duration: Enter the message display duration. After the completion of the settings, click OK to save the settings and return to the short message setting interface. The short message list displays the added short message.

LanaTime	=		Language English 🗸 🕐	❶ 🗘 Notification [□] 🔔 admin 📽
admin • Online	Device			Home > Device > Message > Public Message
	OAdd Public Message Sen	id messages to Devices		- ×
MAIN NAVIGATION	* Device	~		
🚯 Dashboard	* Short Message Content			
Personnel <				
Device <		li li		
Attendance <	* Start Time			
□ System <	* Message Duration (min)	60		
		✓ Ok ØCancel		

ADD A PRIVATE MESSAGE

Choose Device >> Message >> Private Message

		OAdd Private Message se	nd messages to employees from Devices	- ×	*
MAIN NAVIGATION		Device	~		
🍘 Dashboard		Personnel	Search by Department Search by Personnel No./Name		
嶜 Personnel	<		~		
Device	<		20 ✓ Selected Personnel(0)		
🏝 Attendance	<		Personnel No First Name Department		
🖵 System	<				
			< < 1 > >> Page 1/ Total 1; Per page 20 records/Total 0 records		
		* Short Message Content			
		* Start Time			
		* Message Duration (min)	60		Ţ

AREA SETTING

Perform area division on devices to make sure various devices and personnel information are set in a designated area. (One device can belong to only one area.) The system will automatically issue the personnel information to the devices in real time and it is unnecessary for users to manually manage personnel information on devices each time.



Choose *Device* >> *Area* to access the area setting interface.

Lana Time	=					Language English 🗸 ③	0		🧘 admin	o;
admin • Online	De	evice						æ	Home > Device	> Area
	Q	Area							FOption -	×
MAIN NAVIGATION		Area Name Area Name	Area Code Area Code	Remarks Remarks			QSearc	h 🔥 Advanced	8 Clear	
🖀 Personnel 🔍	:	OAdd 🗎 Delete 📿 Synchr	ronize 🛓 Export 🔊 Log			20	~	CRefresh		
Device		Area Code	Area Name	Parent Area	Remarks	Related Operation		Area Name		
🎝 Attendance		1	Area Name			Edit Delete				
🗆 System										
		< < 1 > >>	Page 1/ Total 1; Per page	ge 20 records/Total 1 rec	ords					•

ADD AREA

Choose Device >> Area >> Option >> Add area

LanaTime	≡					Language English	v (?)	0	A Notification	🧘 a	dmin	٥
admin Online	Device								🚳 Home > D	Device > An	ea > Ad	dd Are
	OAdd Area	1									-	×
MAIN NAVIGATION	* Area Co	de										
🍘 Dashboard	* Area Nar	ne										
嶜 Personnel	< Parent Are	3	~									
Device	< Remark											
🏝 Attendance	<	🛱 Save and New	✔ Ok	⊘ Cancel								
😐 System	<											

After the completion of the settings, click **OK** to save the settings and return to the area setting interface. The newly added area list displaying the area interface.

EDIT AREA

Choose Device >> Area >> Edit

If the related area information changes in the company, you can use the area editing function to modify the area code, area name, parent area and remarks. Directly click *Area* or *Edit* under *Related Operation* in the line of the area to be edited to access the editing interface for modification.



LanaTime	E Language English V ? O A Notification admin of
admin Online	Device as Home > Device > Area > Add Area
	OAdd Area - ×
MAIN NAVIGATION	* Area Code 1
🙆 Dashboard	* Area Name Area Name
📽 Personnel <	Parent Area
Device <	Remarks
Attendance <	✓ Ok Ø Cancel
□ System <	
	•

After the completion setting, click **OK** to save the settings and return to the **area** interface. The information on the new modified area is displayed in the area interface

DELETE AREA

Choose *Device* >> *Area* >> *Delete*

If the related area information don't want in the company, you can use the area **deletion** function to delete the area details. Directly click **area** or **delete** under **Related Operation** in the line of the area to be deleted to access the deleting interface deletion.

Lana Time	=	Language English 🗸 ③	🗘 Notification 🔍 🔔 admin 📽 🕯
admin • Online	Area		🏟 Home > Device > Area > Delete Area
	🛱 Delete Area		- ×
MAIN NAVIGATION	Select Area(s)Area Name		
🆚 Dashboard	√ Ok ØCancel		
Personnel <			
🔐 Attendance <			
므 System 〈			
			•

Click **ok** to confirm delete and deleted area is removed from the area interface

AREA SYNCHRONIZE

Area Synchronization is if any Employee Data missing or deleted we can restore the data again through this process



Lana Time	≡ Language English → ⑦ ④ △ Notification 2 admin α
admin • Online	Device % Home > Device > Dev
MAIN NAVIGATION	C Device Data Synchronization - ×
B Dashboard	
Personnel <	Vok Ocancel
🎝 Attendance <	
😐 System	
localhost:8082/dashboard	

Choose **Synchronize** from area interface >> **Area** >> **Synchronize** In this the admin have right to Synchronize area to device Click **OK** to synchronize the selected area

DEVICE

Set communications parameters for connecting to devices. The communication with the devices is successful only after parameters on the system and the devices are set correctly. After the communication is successful, you can view the information on the connected devices and perform operations on themes as remote monitoring, uploading, and downloading.

After a T&A device is connected to the system, if **Real-Time Data Upload** is checked in the device setting, all attendance records will be automatically uploaded to the system. Otherwise it is necessary to select a T&A device and click **Synchronize All Data** to synchronize information of all personnel who belong to the same area as the device to the device.

Choose **Device** >> **Device** to access the T&A device management main interface. All connected T&A devices are displayed in device interface.

ADD DEVICE

There are two ways to add a T&A device: manually adding a T&A device and automatically adding a T&A device. Manually adding a T&A device.

1. Choose *Device* >> *Device* >> *Option* >> *Add* to access the device addition interface.

There are two ways to add a T&A device: manually adding a T&A device and automatically adding a T&A device.

Lana Time		=				Language English 🗸	? 0		🧸 admin	¢°
admin • Online		Device						🍘 Home > Device	> Device > Add	Device
		Add Device Please enter the information of the	device; Device Name, Serial Number,	IP Address, Port Nu	umber and Area are nece	ssary.			-	×
MAIN NAVIGATION		* Device Name								
🍘 Dashboard		* Serial Number								
嶜 Personnel	<	IP Address								
E Device	<	* Port No	4370							
Attendance	<	* Area	•	•						
😐 System	<	Time Zone	Etc/GMT+05:30	•						
		Real-Time Data Upload	2							
		Request Interval (second)	10							
			₿Save and New ✓ Ok	⊘ Cancel						
localboot 2022 (databased										



Set the parameters as required based on the following steps:

Device Name: Enter any characters, with 20 characters at most.

Serial Number: Enter the serial number of the device.

IP Address: Enter the IP address of the device.

Port No: Enter the port No. of the device, with the default value of **4370** in the Ethernet communication mode.

Area: In the drop-down list, select the area to which the T&A device belongs.

Time Zone: When a time zone is selected, the time on the T&A device will be automatically synchronized to the standard time in this time zone.

Real-Time Data Upload: Select whether to upload data in a real time.

After the setting is completed, click **OK** to add the device and return to the **Device** interface. The device list displays the T&A device.

Note: If an employee is added to a device, when the employee information is uploaded to the server, the information will be automatically synchronized to other devices in the same area as the employee on the server.

Request Interval second: The time taken to receive request from device to server.

After the setting is completed, click **OK** to add the device and return to the **Device** interface. The device interface displays the T&A device in below list.

🔘 ShyShan Dashboard	×	+															-	-	٥	×
← → ♂ ŵ		0	Iocalhost:8	082/device/device	2										₪	☆	lii\	1	٢	≡
Shy shan		=									Langu	age Eng	glish ~	?	0		2	admin	<	°
admin • Online		Dev	/ice Find all	Connected Devic	es											*	Home > D	Device >	Devi	ice
			evice														Fopt	ion –	- ×	
MAIN NAVIGATION			Device Nan		erial Numb			a Name rea Name							Q Search	Advanced	đ	ear		
🙆 Dashboard																				
嶜 Personnel	<		⊞ Delete 🕂	lore									20	~	2	All Devices				
📕 Device	<		Device Name	Serial Number	IP Address	Area Name	Status	Device Model	Firmware Version	User Count	FP Count	Face Count	Transac Count	tion	-	Area Name				
âx Attendance	<			KXOA10284824	TH600	Area	•	tfs30	thbio3.0	12	11		16							
😐 System	<				V9.9	Name														
				ZXOA10284824	TH600 V9.9	Area Name	•	tfs30	thbio3.0	12	11		16							
			<< <	1 > >>	Page 1/ Tota	l 1; Per pa	ge 10 rec	ords/Total	0 records											
																				~

EDITING A DEVICE

Click a device name, or click *Edit* under *Related Operation* in the line of the device to be edited to access the device editing interface.

MAIN NAVIGATION		* Device Name	ABC1212	
🍘 Dashboard		* Serial Number	87857858585	
矕 Personnel	<	IP Address	192.168.1530	
Device	<	* Port No	4370	
🏜 Attendance	<	* Area	Area Name 👻	
□ System	<	Time Zone	Etc/GMT+05:30 ¥	
		Real-Time Data Upload	7	
		Request Interval (second)	10	
			Save and New 🗸 Ok	⊘ Cancel



After the setting is completed, click **OK** to add the device and return to the **Device** interface. The device interface displays the T&A device in below list.

Note: Grey items cannot be edited. The device name cannot be the same as the name of another device.

DELETING A DEVICE

Detailed operations are described as follows:

1. Click to select the device to be deleted, and then click **Delete** above the device list, or directly click **Delete** under **Related operation** in the line of the device to be deleted to access the device deletion confirmation interface, as shown in the following figure.

admin • Online	Device	Home - Device - Device - Device
	Delete Device	- x
IN NAVIGATION	Select Device(s):	
Dashboard	✓ Ok Ø Cancel	
Personnel	•	
Device		
Attendance	κ.	
l System	č	

2. Click **OK** to delete the device selected and return to the **Device** interface. The device list no longer displays the device deleted.

VIEW EMPLOYEES

We can see the employee details saved in each device by selecting the particular device

LanaTime	Employees in Device	1			×	tification	admir admir	•
admin • Online	Personnel No	Name	10	✓ Q Search	Ø Clear	n Ho	me - Device	
	Personnel No	Device ID	Name	Department	Deletefrom Device		Foption	- 8
	10001	000010001	Ahmad Naaman Kayed Al Ro	Default_Department	Delete			
Dashboard	10004	000010004	Syed Abdul Rahiman Val	Default_Department	Delete	Advanced	₿ Clear	
	10008	000010008	Mohammed Moyed Ahmed	Default_Department	Delete			
Personnel	10002	000010002	Alaa Abdelmaksoud Hegazy	Default_Department	Delete	ices		
Device	10003	000010003	Samiyudeen Gulam Mohidee	Default_Department	Delete	Name		
x Attendance	< < 1 >	>> Page 1/Total 1; Per page 10 re	cords/Total 0 records					



REAL TIME MONITORING

In this admin can monitoring the operations work in a device.

Device >> Real Time Monitoring

Lana Time	=	•				Language English 🗸	? 0		🧟 admin	¢
admin • Online	F	Real-Time Monitoring Find Overall Activities & Home > Device > Real-Time Moni								onitorin
		Transform your monitoring o	lata into valuable i	nsight at any layer of the stack.					-	×
MAIN NAVIGATION		🖵 Real-Time Moni	toring							
🍘 Dashboard		Provide Aug	News	Burn of Street	Work Code	Device Name	Device SN	A		
🖀 Personnel	<	Personnel No	Name	Punch Time 10/5/2020 9:30:00 AM	1	Device Name	Device SN	Area Name		
Device	<									
Attendance	<									
System	<									

MOBILE APP ACCOUNTS

In device app accounts we can see the details of personnel who has access to the mobile app. We can enable/disable the account from the software itself. Select the employee by clicking the check box and click on Enable or Disable button.

Lana Time	=						Language	English 🗸 🕐	0 A N	lotification	admin	¢
admin • Online	Device								ß	Home > Device > 1	MobileApp Ac	ccount
	OMobile	Арр Асо	ounts								-	×
MAIN NAVIGATION		ial Numbe erial Numb			nnel No sonnel No				Q Sea	irch 🖉 Clear		
Personnel <	∎Ena	ble 🗹 Dis	able 🗎 Delete								20 🗸	1
Device <		Sl No	Personnel No	Name	Login Time	Last Active	Client Category	App Status	App Role	Related Operat	ion	
Attendance <		1	00000001	Sanjiv				Enable	Employee	Delete		
□ System 〈	~	< 1	> >> P:	age 1/ Total 1; Per	page 10 records/"	Total 0 records						

ATTENDANCE MANAGEMENT

The system can exchange data with the T&A devices and collect attendance records kept in it. Primary functions implemented by the attendance system include regional user management and management of attendance parameters, shift timetables, scheduling, daily maintenance, attendance calculation, attendance reports, and attendance devices.



RULES

We can set rules for employees here

• Online		te 🌣 Set Rule					🕏 Home >	Attendance >
IN NAVIGATION	🕽 Add 🗎 Dele	te 🔅 Set Rule						_
IN NAVIGATION		te 🛛 🕸 Set Rule						
Dashboard								20 💙
	Rule Name	Allowed Late(Min)	AllowedEarly(Min)	Work Duration(Min)	HalfDay Duration(Min)	Overtime (Min)	Weekend	Related Operation
Personnel <	Default	0	0	0	300	60	Sunday	Edit
Device <								Delete
Attendance <								
⊒ System <								

ADD RULE

Enter the rule name as shown in the figure.

Attendance Parameters

As attendance systems set up by different companies vary, it is necessary to manually set attendance parameters to ensure the accuracy of the final attendance calculation.

Choose *Attendance* >> *Rule* >> *Add* to access the attendance parameter setting interface.

Lana Time	=	Language English 🗸 🕐 🚯 🗘 Notification 🖉 🤰 admin 📽 🗍
admin • Online	Attendance	₩ Home > Attendance > Rule
	å Rule	Foption - ×
MAIN NAVIGATION	*Rule Name	
🆚 Dashboard	✤ Basic Settings	
嶜 Personnel 🧹	✓ Weekend Settings	
Device <	✓ Calculation	
□ System <	✓ Calculation Item	
	★ Resign Staff	
	✓Ok ØCancel	

BASIC SETTING AND WEEKEND SETTINGS

Check-In Rule: It can be set to *Principle of Proximit* or *First Principle*. *Check-Out Rule*: It can be set to *Principle of Proximit* or *Last Principle*.



Overtime Sheet Rule: It can be set to Auto OT, Planned OT or Whichever The Lesser in Time.

admin • Online	Attendance **	Iome > Attendance >	Rule
	all Rule	≁option – a	e i
MAIN NAVIGATION	"Rule Name		
🍘 Dashboard			
🚰 Personnel 🤇	"Check-In Rule Base On Schedule 👻		
Device <	* Check-Out Rule Base On Schedule 👻		
🎝 Attendance <	"Overtime Sheet Rule Auto OT 🗸		
🖵 System <			
	✓ Weekend Settings		
	Monday		
	□Tuesday		
	□Wednesday		
	Thursday		
	□Friday		
	Saturday		
	⊠S unday		
localhost:8082/dashboard			┘ 、

CALCULATION

In this section we can set the calculation rules for the attendance

□Saturday ☑Sunday			
• • • • •			
Calculation			
*When Late exceeds	0	minutes,count as absence	⊠ No action
*When Early Leave exceeds	0	minutes,count as absence	⊠ No action
* When there is no Check-In record,counted as	Present ~	•	
* When there is no Check-Out record,counted as	Present 🗸	•	
*When Work Duration is less than	300	minutes,count as halfday.	□No action
"When Work Duration is less than	0	minutes,count as absent.	☑No action
* Early leave exceeds	2	times days mark as absent for	Halfday 🗸
* Late exceeds	2	times days mark as absent for	Halfday 🗸
* Min OverTime	60	* Max OverTime	0

CALCULATION ITEM AND RESIGN STAFF

You can set statistical rules and symbols for normal arrival time/actual arrival time, late arrive, early leaving, leave, absence, overtime, no check-in and no check-out on this interface.

Unit: Minutes / Hours / Days

Round Down: Omit the decimal part smaller than the minimum unit.

Round Off: Count a minimum unit if the decimal part reaches half of the minimum unit.

Round Up: Count a minimum unit if the decimal part is smaller than the minimum unit.

Note: Use minutes as the minimum unit when calculating the absence time.

Signs in Report: Users can set symbols of normal arrival time/actual arrival time, late arrival, and early leaving in the report as needed.



Break Time/Actual Break Time Timetable Late Early Leave Leave Absent Overtime No Check-in No Check-Out Present	in.Unit 0.5 WorkDay ound-off Controll Round-down Round-off Round-up ymbol In Report
Resign Staff isplay The Resign Staff: No Note:	eresigned staff will be displayed on the operating interfaces (appended log, overtime sheet , leave, and attendance report etc.);in

Resign staff tab is to set whether the resigned staff will be displayed on the operating interfaces (appended log, overtime sheet, leave and attendance report etc.); in default setting, they will not be displayed. After completion of the setting, click **OK** for saving.

SET RULE

We can set different rules for employees.

TIME TABLE

Set the time periods that may be used during attendance and set various parameters. The timetable is the minimum unit in personnel attendance time settings. For example: These settings include work start/end time, allowed late arrival/early leaving duration, whether check-in/check-out is mandatory, allowed time period for check-in/out, rest time, and overtime.

Before scheduling the shift, you must set all shift timetables possibly used. Only in this way can various parameters set be valid.



Choose Attendance >> Timetable to access the Timetable interface:

Lana Time	=					Langu	age English 🗸	• • •	A Notification	🊨 admin 📫
admin • Online	Attenda	ance							🖨 Home >	Attendance > Timetable
	🛗 Timet	able								Foption - ×
MAIN NAVIGATION	Norma	al Timetable Flexible Tim	etable							
B Dashboard	₽Add	窗Delete 🛓 Export ᠑Log								20 🗸
Personnel <		Timetable Name	check-in	Check-out	WorkDay	Necessary	Necessary	Auto	Auto	Related
Device <						Check-In	Check-Out	OT(Check-In Early)	OT(Check-Out Delay)	Operation
Attendance <		TestTimetable	10:00AM	7:00PM	1	Yes	Yes	No	No	Edit Delete
□ System 〈										
	~~	< 1 > >> Page	1/Total 1; Per pa	ge 20 records/T	otal 1 records					

Flexible Timetable: Work delay is not counted as overtime, and late arrival, early leaving or absence is not calculated. The attendance for a flexible time period is calculated by the even number of card-punching times. The line numbers of its report are generated automatically. If four records exist, the daily report on that day has two lines. If six records exist, the daily report has three lines. Besides, the attendance time in a time period is check-out time minus check-in time.

ADDING A TIME TABLE

Click Add on the Timetable interface to access the Add interface:

	<	*Check-In Start Time	08:00:00		*Check-Out Start Time		5:0 PM	
□ System	<	*check-in	09:00:00		*Check-out		6:0 PM	
		*Check-In End Time	10:00:00		Check-Out End Time		7:0 PM	
		♥Break Time						+Add Break Time
		Code Name S	Start Time Ei	nd Time	Break Time	Break Type	Related Operat	tion
		*Necessary Check-In	Yes	~	*Necessary Check-Out		Yes	~
		•Necessary Check-In •Late Arrival	Yes 0	~	*Necessary Check-Out		Yes 0	~
				~		sck-In Early)		
		*Late Arrival	0		•Early Out		0	

Set the parameters as required based on the following steps:

Timetable Name: Enter any characters with 20 characters at most.

Check-In Start Time / End Time, Check-Out Start Time / End Time: valid range for checking in/out in this time period. Check-in/out records out of this range are invalid. The start check-out time cannot overlap the end check-out time.

Check-In Check-Out: Set the check-in time and check-out time.

Necessary Check-In /Necessary Check-Out: Decide whether check-in and check-out are mandatory in the selected time range. If an employee needs to check in/out, select *Yes* otherwise, select *No*.





Late Arrival/Early Out: This refers to the permissible time for late arrival/early leaving before the designation of late arrival/early leaving starts during specified working time.

For example, if Allowed late minute is set to **5** and check-in time is set to 9:00; Employee A checked in at 9:03 and Employee B checked in at 9:05, we can conclude that Employee A is not late as the interval between his or her check-in time and check-in start time is less than 5 minutes and Employee B is late for 6 minutes as the interval between his or her check-in the check-in time and check-in start time exceeds 5 minutes.

Workday: It refers to how many workdays are calculated for each shift. If a value is set for it, the workday will be calculated according to the present value. Otherwise, the workday will be calculated according to settings in the attendance rules.

Auto OT: When overtime is calculated, if select *Yes* for *Count Delayed Time as Overtime*, the overtime is the delayed time (the difference between check-out time and check-out end time) + the fixed overtime (minutes) during this timetable. The value is *0* if *No* is selected for *Count Delayed Time as Overtime*.

After the completion of the settings, click **OK** to save the settings and return to the **Time Table** interface. The timetable list displays the added timetable.

Notes:

1. The interval between check-in start time and check-out end time is not allowed to exceed the maximum / minimum timetable length set in the system.

2. There is no timetable with the same start time and end time.

ADDING A BREAK TIME

Lana Time	=		Lang	uage Eng	lish 🖌 🕐	0		🧟 admi	n 🕫
admin • Online	Attendance					🖨 Home	> Attendance > Tir	netable > Add	Timetable
	O Add Timetab	Break Time		×					- ×
MAIN NAVIGATION	Note:	* Code							
🔁 Dashboard	1.Necessary C 2. If there is a	* Name			ng random cheo	ck-in/checl	k-out logs.		
🚰 Personnel 🛛 <		* Start Time							
Device <	*Timetable Na	* End Time				Norr	mal Timetable	~	
🏝 Attendance <	*Check-In Sta	* Break Time		Mins		5:0 P	М		
🖵 System 🧹	*check-in	●Auto Deduct ○Must punch break in and break out				6:0 P	PM		
	*Check-In End		s, Forward to Normal Work 🛩			7:0 P	PM		
	◆ Break	Normal Timetable Min	s, Forward to Late 🗸				+Add B	reak Time	
	Code			Break	уре	Related	l Operation		

Choose Attendance >> Timetable >> Edit Timetable >> Add Brake Time:

Set the parameters as required based on the following steps:

Code: Enter the code to break time.
Start Time / End Time: Valid range for break start time/end time.
Break Time: Total break time
Auto Deduct: Automatically select break time



ADDING A FLEXIBLE TIMETABLE

Work delay is not counted as overtime, and late arrival, early leaving or absence is not calculated. The attendance for a flexible time period is calculated by the even number of card-punching times. The line numbers of its report are generated automatically. If four records exist, the daily report on that day has two lines. If six records exist, the daily report has three lines. Besides, the attendance time in a time period is check-out time minus check-in time.

Lana Time	=	Language English 🗸 💿	🚯 🗘 Notification 🔍 🧘 admin 📽
admin • Online	Attendance		Home > Attendance > Timetable > Add Timetable
	• Add Timetable		- x
MAIN NAVIGATION	Note: 1.Necessary Check-In/Check-Out: When "No" is selected in here, the sys 2. If there is a shift (regular or temporary) in a timetable, the timetable		eck-in/check-out logs.
Device <	*Timetable Name	*Туре	Flexible Timetable
♣x Attendance <	*Change At 00:00:00	*Only consider first and last punch	Yes 🗸
	*Work Time (minute) 480	*Day Off	Yes 🗸
	*Base On Punch Type No 🗸		
	*Auto OT Yes 🗸	*Min minutes of OT	0
	♥Save and New ✓ Ok Ø Cancel		

EDITING A TIME TABLE

1. Click *Timetable Name* or the corresponding *Edit* under *Related Operation* to access the timetable edit interface.

LanaTime		=			Langua	age English 🗸	?	O	ification	admin	¢,		
admin • Online		Attendance					,	🕷 Home > Atten	dance > Timetabl	e > Add Tir	netable		
		• Add Timetable								-	×		
MAIN NAVIGATION	<		te: lessary Check-In/Check-Out: When "No" is selected in here, the system will automatically create corresponding random check-in/check-out logs. I there is a shift (regular or temporary) in a timetable, the timetable cannot be edited or deleted.										
Device	<	*Timetable Name	TestTimetable		*Туре			Normal Tin	netable	~			
Attendance System	<	*Check-In Start Time	08:00		Check-Out Start Time			5:0 PM					
System		*check-in	10:00		*Check-out			7:0 PM					
		Check-In End Time	10:00		Check-Out End Time			7:0 PM					
		♥ Break Time							+Add Break 1	lime			
		Code Name	Start Time	End Time	Break Time	Break Type		Related Opera	tion				

2. Modify relevant settings as needed. The detailed modification method is the same as the operation of adding a timetable. Click **OK** for saving after completing the modification.



DELETING A TIME TABLE

Select a timetable, click **Delete** on the upper left of the timetable list or directly click **Delete** under **Related Operation** to access the timetable deletion confirmation interface.

LanaTime	=	Language English 🗸	?	0	↓ Notificatio	 admin	¢\$
admin • Online	Attendance		*	Home	Attendance >		
	Delete selected					-	×
MAIN NAVIGATION	Select Timetable(s): TT1						
🏟 Dashboard	✓ Ok Ø Cancel						
Personnel <							
Device < Attendance <							
System <							
localhost:8082/dashboard							

2. Click OK to delete this timetable and return to the Timetable interface.

Note: The default flexible timetable in the system is not allowed to be deleted.

SHIFT

SHIFT MANAGEMENT

Shift is composed of one or more preset attendance timetable based on certain order and cycle period. It is a preset work schedule for the personnel. It is essential to set shift if you want to perform check on work attendance for employees. This system supports 999 shifts at most.

Choose **Attendance > Shift** to access the shift management main interface that displays the search field and shift timetable details. With the search function, you can easily query shifts. All shifts in the current system are displayed in the list. Click the line where the shift is and the timetable details list on the right will display the timetable details of this shift in a chart.

Lana Time	≡	=				Language Englis	ih ♥ ③	① ① No	tification 2	admin	¢
admin Online	A	Attendance							🖨 Home >	Attendance >	Shit
		Ø Shift							1	Option —	×
MAIN NAVIGATION		Shift Name	Number	Of Cycle	U	nit Of Cycle					
🖚 Dashboard		Shift Name	Numb	er Of Cycle			~	Q Search	Advanced		
출 Personnel	<	OAdd 🗎 Delete 🔅	Set Shift 🛓 Export 🔊 Log			20 🗸	🛗 Timetabl				
Device	<										
≜ x Attendance	<	ShiftNo	Shift Name Numb Cycle	r Of Unit Of Cycle	Auto Shift						
🖵 System	<		Shift 1 1	Week	No	Select Delete					
		< < 1 >	Page 1/ Tot	al 1; Per page 20 records	i/Total 1 recor	ds					



ADDING A SHIFT

1. Click *Option* >> *Add* on the *Shift* interface to access the shift addition interface:

Lana Time	=				Language En	glish 🗸 🕐 🚯	🗘 Notification 🔍 🧟 adr	min O
admin Online	Att	endance					♣ Home > Attendance > Shift	> Add Shi
	0	Add Shift						- ×
AIN NAVIGATION					heir "Check-In/Check-Out Start Time" must not be identi ave the timetable with a higher position on the Timeta			
Personnel <								
Device <		* Shift Name			Select Time Table	Select Date		
Attendance <		* Unit Of Cycle	Day	~	□TestTimetable(10:00:00- 19:00:00) □TT1(09:00:00- 18:00:00)	□No.1day		
2 System <		* Number Of Cycle	1					
		Count Day Off As	Normal Work	~				
		Count Weekend As	Normal Work	~				
		Auto Shift (

Set the parameters as required based on the following steps:

Shift Name: Enter any characters, with 30 characters at most. A shift name must be unique.

Unit of Cycle: including day, week, and month.

Number of Cycle: Shift cycle period = Number of cycles * Unit of cycle.

Note: The system displays optional dates in the *Select Date* box based on the values of *Unit of Cycle* and *Number of Cycle*.

Count Day Off At: Select day off as normal work or auto overtime or weekend overtime.

Count Weekend Off At: Select weekend off as normal work or auto overtime or weekend overtime.

Auto shift: Automatically changing shifts.

Select Timetable: Select timetable for the shift. It needs to be preset in the Timetable.

Select Date: Select on which date in the cycle the shift (timetable) will be applied in the *Select Date* box.

2. After the completion of the settings, click **OK** to save the settings and return to the **Shift** interface. The shift list displays the added shift details.

Note: A shift refers to the circulation of a timetable chosen by the users in the cycle period set by the user. Dates unselected represent rest days. When scheduling shifts for an employee, a user needs to select only the start date, end date, and the shift used and it is unnecessary to indicate the date which an employee should work or take a vacation. After a shift is selected, the system will automatically determine the dates on which an employee should work or take a vacation according to the cycle settings of the selected shift.



SET SHIFT

We can assign shift to more than one person at a time.

Lana Time	≡ Language English 🗸 🕐 A Notification 🔍 🧟 admin 📽
admin • Online	Attendance Home > Attendance > Shift > Set Shift
	Set Shift - x
MAIN NAVIGATION	Search by Department Search by Personnel No./Name
🍘 Dashboard	Select All Personnel In The Department
Personnel <	5 v Selected Personnel(0) <i>C</i> Clear
Device <	Personnel No First Name Department
Attendance <	1 Sanjiv Default_Department
드 System 〈	<pre><< < 1 > >> Page 1/ Total 1; Per page 5 records/Total 1 records</pre>

EXPORT SHIFT

LanaTime	=	Language English 🗸 🕲 🚯 A Notification
admin	Attendance	≰Export ×
Contine	O Shift	Current Export Table Shift File Type PDF File File Type PDF File File Type PDF File File Type File File File File File File File Fil
MAIN NAVIGATION	Shift Name Shift Name	Export Method: (a) All Records (max 10000 new records) (b) Select number of records to export From No. 1 records, export total 100 records Clear
🖀 Personnel	OAdd	Export Exit) 🗸 🚔 Timetable Details
Device	ShiftNo Shift Nam	Number Of Unit Of Cycle Auto Shift
≜ ∗ Attendance		Cycle
🖾 System	🗌 1 Shift 1	1 Week No Select Delete
	« < 1 > »	Page 1/ Total 1; Per page 20 records/Total 1 records

ADVANCED SEARCH

Advanced search options are a set of very useful features offered by most *search* option on the Web application. Advanced search gives the Web searcher the ability to narrow their *searches* by a series of different conditions, ranges and fields and also in this we can add the advanced features.



LanaTime	=	l anguage	English 🗸 🕐 🚯 🗘 Notification 🖉 🤱 admin
🔵 admin	Attendance Attendance	ry	× 🖌 Home > Attendance > Shift
• Online	Shift	Select Condition Range	Foption - x
MAIN NAVIGATION	Shift Name Conditions Selected		Q.Search Advanced
🚰 Personnel 🧹	●Add 道 Delet		
Device <	ShiftNo *Note: For selecting of	● Add Q Search Ø Clear D Retu the same field or same conditions, the last selection is prevailing.	m
□ System 〈	1 Shift 1	1 Week No Select Delete	
	« < 1 > »	age 1/ Total 1; Per page 20 records/Total 1 records	

Set the parameters as required based on the following steps:

Select Search Field: It is to select field from the dropdown that are to be searched.

Select Condition: It is used to select the condition from the drop down that are to be searched.

Range: It is used to set range of search field.

Add: Button is used to add extra search features by user.

Search: This button is used to the features.

Clear: This button is used to clear the form.

Return: Button is used to return from the current form.

SCHEDULE

You can arrange shifts for employees after setting the attendance timetables and shifts. *If you fail to schedule shifts for employees, overtime will be calculated according to flexible shifts.*

ADDING A SCHEDULE

Click *Schedule* on the *Schedule* interface to access the schedule addition interface.

The following describes the specific setting method.

Personnel: Select personnel for whom shifts need to be scheduled. Multiple choices are allowed.

Start Date, End Date: Set the start date and end date for shift scheduling. *Note*: By default, the start date and end date are set to the first day of this month and the first day of next month respectively.

Selected Shift: Select a shift in Shift List, and to move this shift to Selected Shift.

After completing settings, click OK to save the settings and return to the Schedule interface.
 Note: Only one shift can be selected for employee shift scheduling. Only the last settings are saved when date ranges are identical during multiple shift scheduling.



admin • Online		Attendance **	iome > Attendance > Schedule > Ad
		Add Schedule Add schedule here	
MAIN NAVIGATION		Search by Department O Search by Personnel No./Name Start Date 01-10-2020 *Enc	d Date 08-10-2020
🙆 Dashboard		Select All Personnel In The Shift	ft Name
 Personnel Device 	<	20 Vinit Of Cycle Week Cycle	mber Of 1
🎝 Attendance	<		Remove overlap schedule
😐 System	¢	1 Sanjiv Default_Department Days	Timetable
		Monday Tuesday Wednesday Thursday Priday Saturday Sunday	TestTimetable(10:00:00- 19:00:00) TT1(09:00:00-18:00:00)

ADDING A TEMPORARY SCHEDULE

Temporary schedule is complementary to the existing schedule. If employees in a shift need to overtime temporarily, it is necessary to arrange one (or more) timetable(s) for overtime temporarily. Generally, temporary schedules are shift scheduling for overtime, for example overtime at night, on weekends, or on holidays and festivals.

1. Click *Temp (Temporary) Schedule* on the *Schedule* interface to access the *Add temporary schedule* interface.

aunin Online		Atte	ndar	nce										# Home	> Attendan	ce > Schedule	> Add Tempora	ary Sch	edule	^
		OA	dd Ter	mporary Sc	hedule													-	×	5
MAIN NAVIGATION			ote: hen add	ding temporar	y schedu	le Select a timetable t	hen choose	dates.												
📽 Personnel	< <			rch by Depart rch by Person		ame		*Start 2020	Date -10-01		*End D 2020-					lype Iormal Work		~	1	
≗ ★ Attendance	<				~		<	<			oer 2			>	Temp	Schedule Rule				
😐 System	<					20 🗸	\$	Sun	Mon	Tue	Wed	Thu	Fri	Sat	A	ctivate Temp	Schedule	~		
				Personnel	First	Department		27	28	29	30	1	2	3	Time T	Fable				1
				No	Name	•		4	5	6	7	8	9	10		tTimetable(1 1(09:00:00- 18	0:00:00- 19:0 3:00:00)	0:00)		
				00000001	Sanjiv	Default_Departme		11	12	13	14	15	16	17						ľ
								18	19	20	21	22	23	24						
								25	26	27	28	29	30	31						Ŧ

The following describes the specific setting method.

Personnel: Select personnel needing temporary schedules. (Multiple choices are allowed).

Start Date, End Date: Set the start date and end date for a temporary schedule.

Timetable: Select a timetable used by a temporary schedule. (Multiple choices are allowed).

Date: Click to select the date for temporary schedule. (Multiple choices are allowed).

Had Schedule In Current Day: Select *only temporary scheduling is effective* or *Add after the existing scheduling* when arranging shifts for employees working in the company in the current day.



Only Temporary Scheduling Is Effective: Whether an employee is scheduled a shift, only temporary scheduling is effective when work attendance is checked.

Add After The Existing Scheduling: is complementary to schedule for employees. The attendance data includes shift arrangement and temporary shift arrangement. It will be displayed with two shift assignment records in calculation.

Specify Work Type: Specify work type for the temporary schedule. The options include *Normal Work, Overtime on Week Days, Overtime on Rest Days* (overtime on weekends) or *Overtime on holidays*. The late arrival, early leaving, leave, and absence will not be recorded when the work type is set to *Overtime on Rest Days or Overtime on holidays* or *festivals*.

Note: Multiple timetables can be selected for temporary schedule, but the start time of timetables should not be the same. The timetables selected can be applicable to all dates selected.

After completing settings, click **OK** to save the settings and return to the **Schedule** interface.

EMPTY SCHEDULE

To create empty schedule Attendance >> Schedule >> Option >> Empty Schedule

LanaTime	=	Language English 🛩	9 0		🧘 admin	¢
admin • Online	Attendance		# Hom	e > Attendance > Scher	dule > Empty So	hedule
	🛍 Empty Schedule				-	×
MAIN NAVIGATION	Confirm to clear all shifts select shift type?					
🚰 Personnel 🧹	Temporary Schedule Recording!					
B Device <	✓Ok ØCancel					
Attendance <						
☐ System 〈						
localhost:8082/dashboard						-

Click OK to save empty schedule

EXPORT SHEDULE

LanaTime	=		anguage English 🗸 🕐 🕢 Notification
admin Online	A	Attendance	🕹 Export 🛛 👻
• Online		Schedule	Current Export Table Personnel Schedule T. V File Type PDF File V ible Applies
MAIN NAVIGATION		Select Personnel Select Person	Export Method: Wethod: All Records/max 10000 new records) Select number of records to export From No. Pecords, export total records
曫 Personnel		OAdd Schedule OAdd Te	p Sc Export Exit 0 V E Schedule TimeTable details
📕 Device		Personnel First	Shirt Shirt Name Start Date Ling Date Create Time Start From 2020-10-01 To 2020-10-08 Search
Attendance		No Name	No
😐 System		🗌 1 Sanjiv	1 Shifi 1 2020-10- 2020-10- 2020-10-07 Select 01 07 23:09:28
		< 1 > >	Page 1/Total 1; Per page 20 records/Total 1 records



APPROVAL Attendance >> Approval

LanaTime	E Language English 🗸 🕐 A Notification 🔍 🤹 admin
admin • Online	Attendance * Home > Attendance > Approvals >
	C Leave
MAIN NAVIGATION	Personnel No First Name Reason For Leave
🚳 Dashboard	Personnel No First Name Reason QSearch Advanced & Clear
Personnel <	BAdd @Delete ✓Approver ØCancel Audit DLog ≰Export
Device <	Person No Name Leave Date Leave Reason Leave Type Apply Time Status Approver Remarks Approved Time Operations
🛃 Attendance 🗸 🗸	Page 1/ Total 1; Per page 10 records/Total 0 records
O Rule	<
O Timetable	
O Shift	
O Schedule	
O Approvals ~	
Leave Request	
Appended Log	
C Schedule Adjustment	
Location Punch	

LEAVE REQUEST

ADD LEAVE

Choose *Attendance* >> *Approval* >> *Leave request* >> *add* to access the new approval adding interface, as shown in the figure below.

🖵 System <		Personnel No	First Name	Department
ystenn		1	Sanjiv	Default_Department
	~<	< 1 > >>		
		Fullday () 3/4Days () Ha	lf Day 🔿 1/4Days
	*Leave Hour	First Half	~	
	concinour	Thousand		
	*Start Date	Start Date		
	*Start Date	Start Date	~	

Set the parameters as required based on the following steps:

Personnel: Select personnel need approvals. (Multiple choices are allowed).
Select whether you take full day, ¾ day, half day or ¼ day
Leave hour: Select the leave hour whether it is in first half or in second half
Start Date, End Date: Set the Start date and End Date for a temporary schedule.
Leave Type: Type of leave that employee need
Reason for Leave: Reason for leave to mention
Completion Time: Time in the leave to be mentioned
After completing settings, click OK to save the settings and return to the Approval interface.



DELETE APPROVAL

Choose *Attendance* >> *Approval* >>*Leave request*>> *Delete* to delete the approval from interface, as shown in the figure below.

Lana Time		=		Language English 🗸	90	
admin • Online		Attendance				*
		Delete selected				
MAIN NAVIGATION		Select Leave(s)1:27-10-2020-FullDay,Sick Leav	We;			
🕸 Dashboard		✓ Ok Ø Cancel				
Personnel	<					
Device	<					
🎝 Attendance	<					
System	<					

Click OK to Delete selected approval

CANCEL AUDIT

Attendance >> Approval >>Leave Request>> Select Approval to Cancel >> then click Cancel Audit

LanaTime	English V 🕐 🗘 A Notification
admin • Online	Attendance # Home > Attendance > Leave > Cancel Au
	O Revocation the leave application that has been audited - *
MAIN NAVIGATION	Select Leave(s)1:27-10-2020-FullDay,Sick Leave;
Personnel	c
Device	c
Attendance	c
😐 System	c
alhost:8082/dashboard	

Click OK to CANCEL AUDIT

Log: In this whatever change in this software modification it will display in log.



Lana Time	ЭLog						× Notification	🧘 admin 🕫
admin Online	Username		Action Flag	v	10 ~	Q Search 🖉 Clear	ome > Attend	ance > Approvals > Leave
	Username	Action Time	Object Type	Object Description	Action Identification	Change Message		≁Option — ×
	admin	10/18/2020 6:58:29 PM	Leave		Others	Add		
	admin	10/18/2020 6:58:29 PM	Leave		Others	Add	Advanc	ed Z Clear
🏠 Dashboard								
🖀 Personnel 🧹								10 🗸
🖪 Device 🗸							oprovedTime	Operations
🛃 Attendance <								
🗆 System 🧹							-10-2020	
							-10-2020	
	< <	1 > >> Page 1/T	otal 1; Per page 10 re	ecords/Total 2 records				

ADVANCED SEARCH

Advanced search options are a set of very useful features offered by most *search* option on the Web application. Advanced search gives the Web searcher the ability to narrow their *searches* by a series of different conditions, ranges and fields and also in this we can add the advanced features.

Lana Time	=	I angulage English 👻 😗 🤀 🛆 Notification 🔍 🧟 admin 🔍
admin	Attendance	MAdvanced Query × W Home > Attendance > Approvals > Leav
Online	C Leave	Select Search Field Select Condition Range
	Personnel No	Conditions Selected
🚯 Dashboard		Q.Search Advanced Iclear
🐮 Personnel 🤇 🤇	■Add @Dele	10 -
Device <	Person No	OAdd Q Search Z Clear C Return rover Remarks ApprovedTime Operations
Attendance <		*Note: For selecting of the same field or same conditions, the last selection is prevailing. Sam 27-10-2020 FullDay Sick 18-10-2020 Approved by admin 18-10-2020 Edit Delete Leave Lea
- System X	1	Sam 26-10-2020 FullDay Sick 18-10-2020 Approved By admin 18-10-2020 Edit Delete
		> >> Page 1/Total 1; Per page 10 records/Total 2 records

Set the parameters as required based on the following steps:

Select Search Field: It is to select field from the dropdown that are to be searched.
Select Condition: It is used to select the condition from the drop down that are to be searched.
Range: It is used to set range of search field.
Add: Button is used to add extra search features by user.
Search: This button is used to the features.
Clear: This button is used to clear the form.
Return: Button is used to return from the current form.



EXPORT

To export the approval details in the different document type (pdf txt, xls, csv) that we want.

Attendance >> Approval >> Lave request>>Export >> Select file >> Export

LanaTime	=			+ 5	xport	-	ć	Language	English 🗸	0 0		🧟 admin 📽
admin	Attend	lance									# Home > Attenda	nce - Approvals - Leave
	🕑 Lear	ve		Curr File	ent Export Table Type	PDF File	*					⊁Option — ×
MAIN NAVIGATION		nnel No sonnel No Id @Dele	te ✔ Approv	 From 	ort Method: All Records(max 1 Select number of m No. 1 rec			-eave		Qsea	rch Advance	d <i>S</i> Clear
Device Attendance		Person No	Name	Leave	_	Туре		tatus	Approver	Remarks	ApprovedTime	Operations
System		1	Sam	27-10-2020	FullDay	Sick Leave	18-10-2020	Approved By	admin		18-10-2020	
		1	Sam	26-10-2020	FullDay	Sick Leave	18-10-2020	Approved By	admin		18-10-2020	
				Page	1/ Total 1; Per pag	ge 10 records/Tota	l 2 records					

APPENDED LOG

Click Attendance >> Approvals>> Appended Log to view the logs given below

Lana Time	=						Language Engli	sh 🖌 💿	0 A	Notification	🤱 admin	n
admin • Online	At	ttendance							₩ Home > A	attendance > Appr	ovals > Appe	nded L
	- 4	Appended Log									F Option -	- ×
MAIN NAVIGATION		Personnel No	First Name	e	Start Time		End Time					
🚯 Dashboard		Personnel No	First Nar	ne	Start Time		End Time		Q Search	Advanced	<i>■</i> Clear	
嶜 Personnel	<	Add Appended Log	🕽 Delete 🗸 App	orover OCancel Auc	lit ƏLog 🛓 Export						10	~
Device	<	Personnel No	First Name	Punch Time	Status	Reason	Approve Status	Approver	Remark	s Related Op	peration	
Attendance	<	1	Sam	10/5/2020 9:30:00	AM Check-In		Approved by	admin		Edit Delete		
😐 System	¢	< < 1 >	>> Pi	age 1/ Total 1; Per pa	ge 10 records/Total 1 i	ecords						



ADD APPENDED LOG

To add appended log fill the parameters shown in the figure below

Dashboard		Search by Department O Search by Personnel No./Name	
Personnel	<	Select All Personnel In The Department	
Device	<	10 V Selected Personnel(0)	
Attendance	<		
😐 System	<	Personnel No First Name Department	
		1 Sam Default_Department	
		« < 1 > »	
		Punch Date	

After the completion of the settings, click **OK** to save the settings and return to the **Appended Log** interface.

LOG

To view logs *Approvals* >> *Appended Log* >> *Log*

In this whatever change in this software modification it will display in log.

LanaTime	් Log			× Notification 2 admin 📽
admin • Online	Username	Action Flag	10 V Q Search Search	r Attendance > Approvals > Appended Log
	Username Action Time	Object Type Object Description	Action Change Message Identification	≁Option – ×
MAIN NAVIGATION	admin 10/18/2020 7:19:09 PM	Appended Log	Others Add	
🚯 Dashboard				Advanced ØClear
볼 Personnel <				10 🗸
Device <				s Related Operation
≜ x Attendance <				Edit Delete
🖵 System <				
	< < 1 > >> Page 1/	Total 1; Per page 10 records/Total 1 records		



SCHEDULE ADJUSTMENT

We can request for Schedule adjustment from Lanatime 4.1 mobile application. The entries will be shown in the interface like

LanaTime	English → ⑦ Φ Ω Notification ^Ω admin
admin Online	Attendance & Home > Attendance > Approvals > Schedule Adjur
	Schedule Adjustment –
IN NAVIGATION	Personnel No First Name Date
Dashboard	Personnel No First Name Date QSearch Advanced Clear
Personnel	<
Device	C Personnel First Date Previous New Remarks Apply Approve Approver Remarks ApprovedTime Related No Name Schedule Schedule Time Status Operation
k Attendance ⊇ System	< < < 1 > Page 1/ Total 1; Per page 10 records/Total 0 records
alhost:8082/dashboard	

We can approve and cancel the audit by selecting the particular entry

LOCATION PUNCH

You can mark your attendance from the location where you are currently at.

LanaTime	Ξ Language English ♥ ⑦ ④ Ω Notification 2 adm	nin 🕫	
admin • Online	Attendance # Home > Attendance > Approvals > Loc	ation Punch	
	✓Location Punch	- ×	
MAIN NAVIGATION	Personnel No First Name Start Time End Time		
🚳 Dashboard	Personnel No First Name Start Time End Time QSearch Advanced Iclea	ır	
谢 Personnel 🛛 <	Delete ✓ Approver ØCancel Audit 10	~	
📕 Device <	Personnel No First Name Punch Time Status Approve Status Approver Location Location selfie		
🏝 Attendance <	< <td><</td> 1 > >>> Page 1/ Total 1; Per page 10 records/Total 0 records	<	
🖵 System <			
localhost8082/dashboard			



OUTDOOR REQUEST

We can add outdoor request in this section in case of any meeting, training etc. Admin can approve or cancel the request. Click on Add button to enter an outdoor request. Enter personnel name, date, time, outdoor type and location

X Attenuance	~					
😐 System	<			Personnel No	First Name	Department
				1	Sam	Default_Department
			~~	< 1 > >	*>	
		*Star	rt Date	Start Date		
		*Star	t Time			
		*End	Date	End Date		
		*End	Time			
					~	
localhost:8082/attendance/addo	loutdoorrequ		door Type			

TRANSACTIONS

The transactions interface provides statistics on valid attendance records, which depend on the settings of the effective attendance record interval larger than N minutes.

Status refers to AC log status, and **Correction of Status** is to follow the attendance calculation rule to determine whether an employee checks in or out for work based on the shift timetable and punching time of this employee. The calculation is based on this correction of status during statistics.

1. Users can export an attendance report to an.xls, pdf, or csv file based on requirements. Export for the specific method of exporting the report.

Users can import the transaction details to a USB using **U disk import** option.

Users can change the column width by dragging the column border to the left or right based on requirements. Users can define the number of records displayed on each interface in the attendance report.

admin															
Online		Attendance											# Home >	Attendance > Trans	sactio
		≓ Transaction	IS											FOption -	ж
MAIN NAVIGATION		Personnel No			Area Nar	me		Firs	t Name			Status			
🍘 Dashboard		Personnel No Department			Area N Device S			Fi Date	irst Name e					*	
管 Personnel	<	Department			Device			D	ate			Q	Search	S Clear	
Device	<	CU Disk Impo	rt 🔀 Export XLS	Export	PDF 🖹	Export CSV								10 ~	1
🏝 Attendance	<	Personnel No	First Name	Last N	lame	Department	Time		Status	Area	Device	Name	Device SN	Temperature	
System	<	1	Sam	john		Default_Department	10/5/202 9:30:00 A		Check-In						
		<< <	1 > >>	Page 1/ To	otal 1; Per	r page 10 records/Total 1	records								

Note: Statistics can only be collected for the dates of the current month, and the total statistics dates cannot exceed 31 days.

LANA Time Web 4.1



ATTENDANCE REPORT

The attendance report lists the daily attendance information of the queried personnel within a designated time period, and collects statistics on absence, late arrival/early leaving, overtime and leave, to check whether the listed information is consistent with the actual conditions. If the obtained result is inconsistent, adjust the shift, add an overtime sheet or compensatory leave sheet or directly modify the data in the report based on the requirements. Choose *Attendance >> Attendance Report* to access the *Attendance Report* interface.

Lana Time	=					L	Language	English	v ?	0		p 🧟 adm	in o	î
admin • Online	At	tendance									# Home > Atte	endance > Attend	ance Repor	t
	je	≅Attendance Report											- ×	
MAIN NAVIGATION		Select Person		Start Date		End Date								
🕸 Dashboard		select Person	*	2020-10-01		2020-10-1	18				Q Search	■Statistics		
🖀 Personnel	<													
Device	< 1	Schedule Logs	Oaily Attended	ance	d LillAtt	endance	∲ Leav	ive Summ	ary	≓First	in LastOut	Exception		
Attendance	< 1	OTime Card												
□ System	<	🖈 Export XLS 🔀 Exp	ort PDF 📑 Export	CSV							Save Layout	None selected -		
		First Name	Last Name	Department No.	Departmen	t D:	ate	Time	Status	Co	rrection Of Stat	us	^	
		No related record												
		4										÷	¥	
localhost:8082/dashboard														+
Transactions.xls Open file												SI	now all	×

The following describes how to view an attendance report.

1. Click behind **Select Personnel**, and select an employee whose attendance report information needs to be viewed from the popped up personnel drop-down list. You can select multiple employees or all employees.

2. Set Start Date and End Date.

3. Click *Search*, and view the attendance report information of the selected employees between the set start date and the end date.

Note: When you click a report name, the corresponding report information is displayed.

SCHEDULE LOGS

The Schedule log interface provides statistics on valid attendance records, which depend on the settings of the effective schedule.

Status: **Correction of Status** is to follow the attendance calculation rule to determine whether an employee checks in or out for work based on the shift timetable and punching time of this employee. The calculation is based on this correction of status during statistics.

- (2) Users can export an attendance report to an.xls, pdf, or csv file based on requirements.
- (3) Users can select the fields required for displaying in the attendance report based on requirements (the fields are displayed after being checked).

Users can change the column width by dragging the column border to the left or right based on requirements. Users can define the number of records displayed on each interface in the attendance report. Note: Statistics can only be collected for the dates of the current month, and the total statistics dates cannot exceed 31 days. The meanings of the symbols in each report are as follows:

Sick leave: minute (B); casual leave: minute (G); maternity leave: day (C); compassionate leave: day (T); annual leave: day (S); due/actual attendance time: day (); late arrival: minute (>); early leaving: minute (<); leave: hour (V); absence: day (A); overtime: hour (+); no check-in: ([); no check-out (]); free overtime: hour (F). Please refer to 6.1 System User Management_for adding and modifying the symbols.

Daily Attendance

The daily attendance interface displays the daily attendance status, attendance statistics, over time statistics, leave records, and leave summary within a designated period, and uses symbols or digits or the combination of symbols and digits to represent different items.

Total Timecard

The total timecard interface displays the statistics on the schedule, attendance status, overtime and holidays of all staff by date. The attendance list is a statistical table of attendance records in each shift timetable.

Expected Check-in / Expected Check Out, No Check In / No Check Out: 1 stands for yes and 0 stands for no.

Attendance Duration: interval between the check in time and the check-out time.

Exception: all abnormalities other than on-duty and off duty, such as leave.

Timetable: valid duration of actual attendance in *Work Time (Minute)* of a timetable.

Note: The data of the absence, attendance duration, work time and timetable are expressed in minutes, and is not subject to the changes to the unit settings of the statistical item.

Attendance

The attendance interface displays detailed attendance report of each employee in the time period, including the lists of attendance, leaves and overtime, namely the summary table of the attendance lists.

The leave records are calculated by the leave type. The data in the leave column is the sum of the data of all leave types. For example, leave = sick leave + casual leave + maternity leave + compassionate leave + annual leave + self-defined leave.

Leave Summary

The leave summary interface displays all valid time and leave types of all valid leave records in the selected date range. Valid time (minutes) means the minutes between the start time and end time of a leave record.

First In Last Out

It provides statistics on the earliest and latest punching data among the punching data of each employee on each day.

Exception

It provides all attendance exceptions.

Time Card

It provides the detailed punching information of the selected personnel.

LANATimeWeb



ZONE

Click Attendance >> Zone to access the Zone User Management interface.

ADD ZONE

Users can add personnel to an area on the interface. Select an area from the area list on the left, and the system automatically screens and displays the personnel of the area in list on the right.

The steps for adding an employee to an area are as follows:

1. Click Add Personnel to access the personnel addition interface.

Online		• Add personnel	- *
			devices in the original area, and send the person to all devices in the new area automatically
MAIN NAVIGATION		📥 Select Area(s)	Search by Department Search by Personnel No./Name
Dashboard		I •	✓ □ Select All Personnel In The Department
Personnel	<		20 V Selected Personnel(0)
Device	<		Personnel No First Name Department
Attendance	<		None
□ System	<		
			« < 1 > »
		√ 0k ØCancel	

Select areas (multiple choices are allowed) and employees (multiple choices are allowed). Click **OK** to save the settings, and return to the **Zone User Management** interface.

On the **Zone User Management** interface, click the selected area, and the area personnel list on the right displays the information of the employees.

Note: After employees are added, the employees are set to be in the selected attendance area, the employee information is issued to all devices in the attendance area, and the employee information in all devices in the original attendance area is deleted.

Lana Time		≡						Language Eng	lish 🖌 📀	0		ation	🧘 admin	
admin • Online		Att	endance									🗌 Home	> Attendance	
		섵	Zone										FOption -	-
MAIN NAVIGATION			Area	OAdd personr	nel								20 ¥	
🙆 Dashboard			Show All Staffs	Personnel No	First Name		Department No.	Department	Position No.	Gender	Privilege	Area	FingerPrin	1
🖀 Personnel	<		Area Name	1	Sam	NO.	1	Default_Department	NO.	Male	Employee	Area		
Device	<			-	Gain		*	belaak_bepartment		Hate	emptoyee	Name		
🌬 Attendance	¢			•									•	
😐 System	<			<< <	1 >	>>	Page 1	/ Total 1; Per page 20 re	cords/Total 1	l records				



HOLIDAY

Attendance time on holidays and festivals may be different from that on week days. To simplify operation procedures, the system offers settings designed for attendance time and rules on holidays and festivals.

LanaTime	е	≡		Language	English 🗸 🕐 🕻	D	n 🕺 admin 🕫
admin • Online		Attenda	nce			₩ H	ome > Attendance > Holiday
		🔳 Holida	у				Foption - ×
MAIN NAVIGATION		₽Add	OHoliday Group ඕDelete 🕹 Export ூ Log				20 🗸
Dashboard			Name Of Holiday	Start Date		Duration(day)	Related Operation
Personnel	<		National Day	01-10-2010		7	Edit Delete
Device	<		New Year's Day	01-01-2010		3	Edit Delete
Attendance	<						
System	<						
		<<	< 1 > >> Page 1/ Total 1; 5	Per page 20 records/Total 2 records			

ADDING A HOLIDAY GROUP

We can add holiday groups in Lanatim 4.1. we can assign different holiday groups to different personnals or different departments. Select *Attandance>> Holiday >> Holiday group>> Add holiday group*

LanaTime	ී Add Holiday Group	Notification 🚨 admin 📽
admin • Online	No 2	# Home Attendance Holiday Group
	Group Name	- *
MAIN NAVIGATION	QSave Zancel	Ø Clear
🔁 Dashboard		
🗑 Personnel 🔍 <	Ondd Holiday Group	20 💙
📕 Device <	No Group Name	Related Operation
🛃 Attendance <	1 group1	Edit Delete
😐 System <		
	<< < 1 > Page 1/ Total 1; Per page 10 records; Total 0 records	



ADDING HOLIDAY

Lana Time	=		Language English 🗸	?		🧘 admin 🛯 🕫	*
admin • Online	Attendance			æ	Home > Attendance	> Holiday > Add Holiday	
	G Add Holiday Add Holiday information here, custo	omizing the organizational structure for HR management.				- ×	
MAIN NAVIGATION	* Name Of Holiday	Name Of Holiday					
Personnel <	* Start Date	Start Date					
Device <	* Duration	1					
Attendance <	Company Name	All					
고 System 〈	Restricted to Group	None Save and New OK Cancel					
localhost:8082/dashboard							Ŧ

Set the parameters as required based on the following steps:

Name of Holiday: Enter the name of a holiday.

Start Time: to set the start date of the holiday.

Duration: Set the duration of the holiday, with the unit of days.

Company name: Select the company name from the drop down box

Select if the holiday is restricted to a particular group and the holiday group

After the completion of the settings, click **OK** to save the settings and return to the **Holiday** interface. The holiday list displays the added attendance holiday.

Note: After adding a holiday for attendance, the system will not schedule shifts for the holiday. As there are no schedule records, the system will not record attendance on holidays in the attendance reports.

EDITING A HOLIDAY

In the holiday list, click the name of a holiday, or click *Edit* under *Related Operation* to access the edit interface.

Lana Time	=		Language English 👻 🕐 🚯 🗘 Notification 🔍 🍰 admin 😋 🕇
admin • Online	Attendance		Home ⇒ Attendance ⇒ Holiday ⇒ Add Holiday
	Add Holiday Add Holiday information here	e, customizing the organizational structure for HR management.	- x
MAIN NAVIGATION	* Name Of Holiday	National Day	
Personnel <	* Start Date	2010-10-01	
Device <	* Duration	7	
å x Attendance <	Company Name	All	
⊑ System 〈	Restricted to Group	None V	
		√ Ok ØCancel	
localhost:8082/dashboard			



Modify parameters as needed and click **OK** to save the modifications.

DELETING HOLIDAY

In the holiday list, select the holiday to be deleted, and then click **Delete** on the upper left of the holiday list, or directly click the **Delete** under **Related Operation** in the line of the holiday to be deleted to access the deletion confirmation interface.

LanaTime	=	Language English 🗸	?	0		🧸 admin	¢;
admin • Online	Attendance			# He	ome > Attendance >	Holiday > Delete	Holiday
						-	×
MAIN NAVIGATION	Select Holiday(s)National Day						
🚯 Dashboard							
🖀 Personnel 🧹	✓ Ok ØCancel						
関 Device <							- 1
Attendance <							
□ System 〈							- 1
localhost:8082/dashboard							•

Click **OK** to delete the holiday and return to the **Holiday** interface.

LEAVE TYPE

Leave Type Management

Choose *Attendance* >> *Leave Type* to access the *Leave Type* interface.

admin								uage English v			
Online		Attend	lance							🕷 Home >	Attendance > Leave
		📕 Leav	еТуре								≁0ption =
MAIN NAVIGATION		₽Add	窗Delete 🛓 Export ᠑Log								20 🗸
🕸 Dashboard			LeaveType	Min.Unit	Unit	Round Off	Yearly Limit	Monthly Limit	Carry Forward	Symbol In Report	Related Operation
 Personnel Device 	<		Business Trip	1	Hour	Yes	12	2	5	BT	<u>Edit</u> <u>Delete</u>
* Attendance	<		Annual Leave	1	Hour	Yes	12	2	5	AL	<u>Edit</u> Delete
😐 System	<		Compassionate Leave	1	Hour	Yes	12	2	5	COL	<u>Edit</u> Delete
			Maternity Leave	0.5	Hour	Yes	12	2	5	ML	<u>Edit</u> Delete
		~	Casual Leave	0.5 e 1/ Total 1; Per pag	Hour e 20 record	Yes s/Total 6 record	12 Is	2	5	CL	Edit

Employees may request a leave and hope that the leave can be displayed in the system statistics. In this case, he or she should select a leave type when entering a leave record.

There are six default leave types in the system: sick leave, casual leave, maternal leave, compassionate leave, annual leave and business trip.



ADD A LEAVE TYPE. (Note: The new leave type has the same function as the default leave types of the system.)

1. Click *Add* on the *Leave Type* interface to access the leave type addition interface.

		Add LeaveType Add LeaveType information here, customizing the organizational structure for HR management	-
MAIN NAVIGATION			
🍘 Dashboard		* Leave Type	
Personnel	¢	* Min,Unit 1	
Device	<	*Unit Hour 🗸	
× Attendance	<	* Round Off No 🗸	
⊒ System	¢	* Symbol in Report	
		* Yearly Limit	
		* Monthly Limit	
		* Carry Forward	
		*Applicable To 🕜 All 🔿 Female 🔿 Male	
		* LastName Leave With Pay 🗸	
		Allow Negative Leave Balance	
		Description	
		Esave and New Chr Of annel	

Set the parameters as required based on the following steps:

Name of Leave: Enter the name of a leave type, with 20 characters at most.

Min.Unit and Unit: Set the measurement unit and minimum value of the leave type. *Unit* can be set to *Hour, Minute* or *Workday*.

Round Off: Set whether the values are rounded off.

Symbol in Report: Set the symbol of the leave type in the attendance report.

Enter *yearly limit* and *monthly limit* in appropriate places.

carry forward: Enter the number of leave that can be carry forwarded to the next year if there is any .

Select whether it is *paid* or *unpaid*

After the completion of the setting, click **OK** to save the settings and return to the **Leave Type** interface. The leave type list will display the new leave type in leave type interface.

EDIT LEAVE TYPE

Click Leave Type or the corresponding Edit under Related Operation to access the timetable edit interface.

Lana Time		=			Language English 🗸	0 (A Notification 0	🧘 admin	
admin • Online		Attendance				# Hom	e > Attendance > Le	aveType > AddLe	5
		OAddLeaveType Add LeaveType informat	ion here, customizing the organizati	tional structure for HR management				-	
AIN NAVIGATION									
🕸 Dashboard		* Leave Type	Business Trip						
Personnel	<	* Min.Unit	1						
Device	<	* Unit	Hour 🗸	•					
Attendance	<	* Round Off	Yes 🗸						
System	<	* Symbol In Report	BT						
		* Yearly Limit	12						
		* Monthly Limit	2						
		* Carry Forward	5						
		* Applicable To	● All 🔿 Female 🔿 Male						
		* LastName	Leave With Pay 🗸						
calhost:8082/dashboard									

After modification click **OK** to save



DELETE LEAVE TYPE

Click *Leave Type* or the corresponding *Delete* under *Related Operation* to access the timetable delete interface.

LanaTime	Ξ	Language English 🗸 🕐 🚯 🗘 Notification
admin • Online	Attendance	# Home > Attendance > Leave Type > D
	Delete selected	- :
AIN NAVIGATION	Select LeaveType : Business Trip	
Dashboard		
Personnel	< OK ØCancel	
Device	<	
* Attendance	<	
⊒ System	<	

Click OK for Delete

OUTDOOR TYPES

Here we can add, edit and delete outdoor types

admin Online	A	Attendance # Home > Attendance							
		■Outd	oor Type					≁Option – ×	
IAIN NAVIGATION		OAdd	窗Delete つLog					20 🗸	
🏠 Dashboard			Outdoor Type	Min.Unit	Unit	Round Off	Symbol In Report	Related Operation	
Personnel	<		Inspection	1	Hour	Yes	T.	Edit Delete	
Device	<		Meeting	0.5	Hour	Yes	м	Edit Delete	
🗙 Attendance	<		Official Duty	0.5	Hour	Yes	0	Edit Delete	
System	<		Training	1	Hour	Yes	т	Edit Delete	
			Visit Customer	1	Hour	Yes	V	Edit Delete	
			Other	1	Hour	Yes	отн	Edit Delete	

SYSTEM

The system setting is to assign system users (such as company management personnel, registrars, and statistics clerk), configure roles for corresponding users, and set system parameters, notices, reminders and operation logs.

ROLE MANAGEMENT

ADDING A ROLE

Choose System >> Role >> Option >> Add to access add role interface

LANA Time Web 4.1



LanaTime	Eanguage English 🔻 🕐 🚯 🗘 Notification 🚨 🎿 admin 📽
admin Online	System W Home > System > Add System Role
	CAdd System Role - x When using the system, the super user have all role permissions no need to assign one bye one roles, you can set roles with specific levels in role management, and assign appropriate roles to users should select parent node when adding users
MAIN NAVIGATION	Role Name
Personnel <	Personnel Device Attendance Payroll System
Device <	
🛃 Attendance <	∲-Department ¡
☐ System <	-Ose bepartment -Omport -Otog -Oksport -Oksport -Okodfy -Oselete -Ose

Note: Select corresponding permissions based on the selected permission type.

- **1.***Role Name:* Enter the object type, namely the role name (such as the personnel staff and device administrator).
- 2.Permissions: The permissions of four categories are included: Personnel, Device, Attendance and System. In the operation permission list under each permission type tab, tick the check box in front of the operation permission to select the permission, or click the highest permission in the list to select all the sub-permissions under it. For example, click Personnel with the highest permission. Then, all sub-permissions under it such as Department, Position, Personnel, Resignation, and Issue Card will be selected.

After the completion of the setting, click **OK** to save the settings and return to the **Role** interface. The role list will display the new roles.

EDIT ROLE

In the role list, click the role name or click *Edit* under *Related Operation* in the line of the role to be edited to access the interface for editing roles. Modify the parameter settings based on requirements. After the completion of the modification, click *OK* to save the modified role information.

Lana Time	=	Language English 🗹 🕐 🗘 Notification 🔍 🧟 ac	dmin 😋
admin Online	Sy	ystem Ø Home > System > Ad	id System Role
		OAdd System Role When using the system, the super user have all role permissions no need to assign one bye one roles, you can set roles with specific levels in role management, and assign appropriate roles to users should select parent node when adding users	- x
IN NAVIGATION Dashboard		Role Name test role	
Personnel	<	Personnel Device Attendance Payroll System	*
Device	<	B □Personnel	
 Attendance 	<	∲-Doepartment ↓ -Dkdd	
1 System	<	-Oset Department -Omport -Ckog -Oseport -Oxdoffy -Oselete -Oxdoff 	



DELETE ROLE

In the role list, select a role to be deleted, and click **Delete** on the upper part of the interface or click **Delete** under **Related operation** in the line of the role to be deleted to access the role deletion interface. Click **OK** to confirm the deletion of the selected role.

Lana Time	E Language English ♥ ⑦ ● △ Notification ▲ admin ♥
admin • Online	System # Home > System > Delete
	Delete — x Delete System Roles from the list and the using role cann't be deleted
MAIN NAVIGATION	Select Role(s);test role
🙆 Dashboard	
嶜 Personnel 🧹 <	
Device <	✓Ok Ø Cancel
Attendance <	
□ System 〈	

In the role list, select a role to be deleted, and click *Delete* on the upper part of the interface or click *Delete* under *Related operation* in the line of the role to be deleted to access the role deletion interface.

Click **OK** to confirm the deletion of the selected role.

USER MANAGEMENT

Choose System >> User

Add new users to the system and assign roles (permissions) to users.

Username First Name Qsearch Advanced I clear © bashboard © did @ Delete									Language	glish 🖌 🕐	A Notifica	ation 🚨 admin
AIN NANGATION By Dashboard Personnel C Device C System C System C C Device C C Device C Device		Syste	m								*	Home > System > System
A Dashboard B Dashboard B Personnel C Username First Name Device C Username First Name Related Operation admin test role admin test role System		& User										≁Option — >
Username First Name Qsearch Advanced Clear B Dashboard		User	Name:				First Name:					
Personnel Dedice Disclose Username First Name Last Name Role Last Name Role Last Name	AIN NAVIGATION	Use	ername				First Name			QSearc	h Advanc	ed <i>I</i> Clear
Device Created Data Last Name Role E-mail Address Staff Status Super Status Created Data Last Login Related Operation In Attendance Image: System Created Data Last Login Staff Status Super Status Created Data Last Login Related Operation			dd 🗎 Delete									20 ¥
test role admin@gmail.com o o 27/09/2017 03/10/2017 05:12 Edit Delete	Personnel <											
k Attendance <	Device <			First Name	Last Name						-	
	Attendance <		admin			test role	admin@gmail.com	0	0	27/09/2017	03/10/2017 05:12	Edit Delete
	l System <		< < 1	> >>	Page 1/ Total 1;	Per page 2	0 records/Total 1 record	ds				



ADDING A USER

1. Choose System >> User >> option >> Add to access the Add User interface:

Set the parameters as required based on the following steps (Parameters marked with * are mandatory):

Username: 30 characters or fewer. Only letters or numbers are allowed.

Password/Confirm Password: The length range is 4 to 18 digits. The default password is 111111.

Authorize Department: Select a department from the popped up department drop-down list. (If you select no department, you will possess all department rights by default.)

MAIN NAVIGATION		* Username:		
Dashboard Personnel	<	Reset Password:	Required. 30 characters or fewer. Letters, numbers and $@/\sqrt{*/\cdot/_}$ characters \Box	
Device	<	Authorize Department:	~	(Optimal Size 120×140 Pixel)
🎝 Attendance	<		If you select no department, you will possess all department rights by default	Choose File No file chosen
😐 System	<	Authorize Area:	~	
		First Name:	If you select no area, you will possess all area rights by default	
		Last Name:		
		E-mail Address:		
		* Last Login:		
		* Created Date:		
			test role	
		Role:		

Authorize area: Select an area in the popped up area drop-down list. (If you select no area, you will possess all area rights by default.)

First Name: Enter first name

Last Name: Enter last name

E-mail: enter email address

Staff Status: Designates whether the user can log into this admin site.

Super Status: Designates that this user has all permissions without explicitly assigning them.

Role: Roles need to be selected for non-super users. Select a preset role, and the user has all operation permissions of this role.

After the completion of the setting, click **OK** to save the settings and return to the **User** interface. The user list will display the new user.

Note: You can modify or delete existing users. Click *Edit* or *Delete* behind the username to perform corresponding operations. The detailed operations are the same as those in "Editing a Role" and "Deleting a Role."



EDIT USER

2. In the user list, click the user name or click *Edit* under *Related Operation* in the line of the user to be edited to access the interface for editing user. Modify the parameter settings based on requirements. After the completion of the modification, click *OK* to save the modified role information.

Lana Time	=		Language English 🗸 💿 🗿	🗘 Notification
admin Online	System			♣ Home > System > User > Add User
	OAdd User If check box 'Activat	e' is not selected then the user will be disabled and cannot log in to the system		- x
MAIN NAVIGATION	* Username:	admin		
 Dashboard Personnel 	< Reset Password	Required. 30 characters or fewer. Letters, numbers and @/./-/-/_ characters		
Device	< First Name:			(Optimal Size 120×140 Pixel)
å ∗ Attendance	< Last Name:			Choose File No file chosen
😐 System	< E-mail Address	admin@gmail.com		
	* Last Login:	10/3/2017 5:12:36 PM		
	* Created Date:	9/27/2017 5:29:12 PM		
		✓Ok ØCancel		
ocalhost8082/dashboard				

DELETE USER

In the user list, select a user to be deleted, and click **Delete** on the upper part of the interface or click **Delete** under **Related operation** in the line of the user to be deleted to access the user deletion interface.

Click **OK** to confirm the deletion of the selected user.

Lana Time	E Language English V (?) (?) (A Notification 2. admin (%)
admin • Online	System W Home > System > Delete
	Delete - x Delete System User From the list
MAIN NAVIGATION	Select Role(s):
🙆 Dashboard	
Personnel <	
Device <	✓Ok ØCancel
≜x Attendance <	
□ System <	

ADVANCED SEARCH

Advanced search options are a set of very useful features offered by most *search* option on the Web application. Advanced search gives the Web searcher the ability to narrow their *searches* by a series of different conditions, ranges and fields and also in this we can add the advanced features.



LanaTime	=	Language Findlich 🗸 🛞 🔒 🗘 Notification 🚨 🎿 admin 🗠
admin	System	Advanced Query × Home - System - System User
Online	≜ User	Select Search Field Select Condition Range
MAIN NAVIGATION	User Name:	Conditions Selected
🌚 Dashboard		Q.Search Modvanced & Clear
🖀 Personnel 🧹 🤇	₿Add 🖻 Dele	20 💌
📕 Device <	Usernar	ated Date Last Login Related Operation
Law Attendance <		"Note: For selecting of the same field or same conditions, the last selection is prevailing,
<u> z system</u> x		1 > >> Page 1/Total 1; Per page 20 records/Total 1 records

Set the parameters as required based on the following steps:

Select Search Field: It is to select field from the dropdown that are to be searched.
Select Condition: It is used to select the condition from the drop down that are to be searched.
Range: It is used to set range of search field.
Add: Button is used to add extra search features by user.
Search: This button is used to the features.
Clear: This button is used to clear the form.

Return: Button is used to return from the current form.

COMPANY DETAILES

To add company details SYSTEM >> Company Details

Lana Time	Ξ		Languag	ge English 🖌 🕐 🚯		🊨 admin 🔹 🕯
admin • Online	System				# Home > System	n > Company Settings
	🕸 Company Sett	ngs				- ×
MAIN NAVIGATION	Company Name:	lanatime		Show In Report Employee Login Block		
🚯 Dashboard	Email::	test@gmail.com				
🖀 Personnel 🛛 <	Phone Number:	0123456789	(Optimal Size 200×75 Pixel) Choose File			
Device <	Nationality:	Indian	CHOOSETHE			
å x Attendance <		✓Ok				
□ System 〈						
localhost:8082/dashboard						

Click OK to SAVE company details

Employee Login Block: Employee login to the lanatime can be blocked using this option. It will be helpful by blocking the last time leave, appended, outdoor request for easy salary calculation.



MASTER SETTINGS

Lana Time	=	Language English 🗸 🕐 🛛	🗘 Notification 🔍 🧘 admin 📽 🕯
admin • Online	System		Home > System > Master Settings
	✿s Master Settings		- x
		Personnel No and Device Id is Same	
MAIN NAVIGATION	Yearly leave limit updated on	January V 1 V	
Personnel <	Minimum Difference Between Two Punches	0	
Device <	Auto Timetable	Disabled 🗸	
🎝 Attendance <		✔Ok	
🖵 System <			
localhost:8082/dashboard			•

Select if personnel number and device id are same or not and yearly leave limit updating date. By entering the minimum difference between two punches, we can avoid the multiple punches. By enabling auto timetable we can generate the reports according to the default time table without assign shift and schedule. It will be helpful for small firms which has only one timetable

ALERT SETTINGS

We can set the alerts for employees. Alert settings includes mail settings, Alarm settings and Approval alert. The alerts can be sent as emails and pop ups

🚳 Dashboard		Email Sending Server	smtpout.secureserver.net	(smtp.xox.xox)	^			
Personnel	<	Server Port 2	25	□ ssl				
Device	<	Email Account	order@lanatech.in	(xox@xox.xox,domain name\domain user)				
≜ x Attendance	<	Password	•••••	Ø				
□ System	<	Sender Name	faisalknissar@gmail.com					
		Sender Name2	lintochungath77@gmail.com					
		Schedule	Send Mail Alert For Head Of The Departm	ent				
		4	C Synchronize					
		✓ Alarm Settings						
		* When no. of Late exceeds	is 10	times, email alert will be sent				
		* When no. of Early Leave	exceeds 10	times, email alert will be sent				
		* When no. of Absent exce	eeds 4	times, email alert will be sent				
		* Email Sending Frequenc	cy Monthly 🗸					
		Send Mail To Employee			÷			



URL Name	http://
	Send Sms For Punch
Inner Message	has punched
SMS Format For Punch	SMS Format for Present Like:(Personnel No Personnel NameInner Message at Punch Date Punch Time)
	Send Sms For Absent
Absent Calculate From	01:00 PM
Inner Message	Is Absent
SMS Format For Absent	SMS Format for Absent Like:(Personnel No Personnel NameInner Message On Date)
	□ Send Memo Sms
Memo Message	
	Checked For Test SMS
Test Mobile No	000000000
	✓Ok

LOG: Shows the whole works and changes we did in the software

Lana Time	=	I					Language English	~ ?	0	↓ Notification	🧸 adr	nin	
admin • Online	S	System								# Home	> System >	System U	
		🔲 Log									&Option	- ×	
MAIN NAVIGATION		User Name		Role Name		Action Identification		✓ Q.Search			Clear	ar	
🍄 Dashboard				1010	nonre								
🖀 Personnel	¢	å Export									20	~	
Device	<	Username	Action Time		Object Type	Object Description	Action Identification	Change Message			Î		
Attendance	<	admin	2020-10-19 20:28:59		Company Setting	u_tsync_type	Modify	Parame Interval		e(On Fixed Interval->	On Fixed	L	
i System		admin	2020-10-19 20:28:59		Company Setting	u_tsync_time	Modify	Parame	ter Valu	e(15->)			
		admin	2020-10-19 20:28:59		Company Setting	u_tsendhod	Modify	Parame	ter Valu	e(0->0)			
		admin	2020-10-19 20:28:59		Company Setting	u_sms_abstime	Modify	Parame	ter Valu	e(01:00 PM->01:00 P	M)		
		admin	2020-10-19 20:28:59		Company Setting	test_sms	Modify	Parame	ter Valu	e(0->0)			
		admin	2020-10-19 20:28:59		Company Setting	sms_url	Modify	Parame	ter Valu	e(http://>htt	:p://)		
		admin	2020-10-19 20:28:59		Company Setting	sms_test_no	Modify	Parame	ter Valu	e(000000000->0000	000000)		
		admin	2020-10-10 20:28:50		Company Setting	sms for punch	Modify		tor Valu				

DATA CLEANING

All selected items will be cleared. The action cannot be undone

LanaTime	=		Language English 🗸	0		🧘 adm	in	¢\$
admin • Online	S	ystem			番 Home :	System > Da	ita Clean	ning
		Data Cleaning Clean Up Data Before					- ×	t
MAIN NAVIGATION		All selected items will be cleared. The action cannot be undone						
嶜 Personnel	<							
	<	Choose Items To Clean	Cleaning Results					
	<	Clean up log records Clean up cache file Clean up failed commands						
a oystem								





